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MILSBILLS

MILitary Standard BILLing System

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DEPARTMENT OF DEFENSE
Office of THE ASSISTANT SECRETARY OF DEFENSE
(Comptroller)

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DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

DLSSO

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FOREWORD

This manual is issued under the authority of DoD Directive 4000.25, Administration of Defense Logistics Standard Systems. Its purpose is to prescribe data elements and codes, standard procedures and formats to be followed in using the Interfund Billing System, for billing and related adjustments, collections, and accounting for sales of materiel.

The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joints Chiefs of Staff, the Unified and Specified Commands, the Defense Agencies (hereafter referred to collectively as "DoD Components"), and by agreement, the General Services Administration.

This manual is effective immediately and is mandatory for use by all DoD Components. Heads of DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their respective component.

DoD Components may obtain copies of this manual through their own publication channels. Other Federal agencies and the public may obtain copies from:

HQ, Defense Logistics Agency
Attention: DLA-XPD
Cameron Station
Alexandria, Virginia 22304- 6100

Send recommended changes to this manual to your focal point. Focal points are identified in chapter 1.

BY ORDER OF THE DIRECTOR

George A. White

GEORGE A. WHITE
Colonel, USAF
Staff Director, Administration

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ACRONYMS AND ABBREVIATIONS

Acronym or Abbreviation	Definition
ACP	Allied Communications Publication
AFAFC	Air Force Accounting and Finance Center
AFR	Air Force Regulation
AMCL	Approved MILSBILLS Change Letter
APO	Army/Air Force Postal Office
APOD	Aerial Port of Debarkation
AR	Army Regulation
ARFCOS	Armed Forces Courier Services
ASD	Assistant Secretary of Defense
ASD(C)	Assistant Secretary of Defense (Comptroller)
ASD(MI&L)	Assistant Secretary of Defense (Manpower, Installations, and Logistics)
AUTODIN	Automatic Digital Network
AV	AUTOVON (Automatic Voice Network)
BAC	Billing Adjustment Code
BSC	Billing Status Code
CAO	Central Accounts Office
CAS	Contract Administration Services
COMM RI	Communications Routing Identifier
CONUS	Conterminous United States
DAAS	Defense Automatic Addressing System
DAASO	Defense Automatic Addressing System Office
DASD(MS)	Deputy Assistant Secretary of Defense (Management Systems)
DBR	Detail Billing Record
DFSC	Defense Fuel Supply Center
DFSP	Defense Fuel Support Point
DI	Document Identifier
DISREP	Discrepancy in Shipment Report (SF 364)
DIST CD	Distribution Code
DLA	Defense Logistics Agency
DLAM	Defense Logistics Agency Manual
DLSS	Defense Logistics Standard System
DLSSO	Defense Logistics Standard Systems Office
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODAAD	Department of Defense Activity Address Directory
DODAAF	Department of Defense Activity Address File
EAM	Electronic Accounting Machine

Acronym or Abbreviation	Definition
FAS	Free Along Side
FF&V	Fresh Fruits and Vegetables
FMS	Foreign Military Sales
FMSO	Foreign Military Sales Order
f.o.b.	Free on Board
FPMR	Federal Property Management Regulation
FTS	Federal Telecommunications System
FY	Fiscal Year
GBL	Government Bill of Lading
GFM	Government Furnished Materiel
GSA	General Services Administration
IA	Implementing Agency
IC	Interim Change
ICP	Inventory Control Point
IL	International Logistics
ILCO	International Logistics Control Office
IMM	Integrated Materiel Manager
JANAP	Joint Army, Navy, and Air Force Publication
LIDS	Logistics Information Data Services
LOGAIR	Logistics Airlift
MAC	Military Airlift Command
MAP	Military Assistance Program
MILSBILLS	Military Standard Billing System
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MOM	Military Official Mail
MRP	Materiel Returns Program
MSC	Military Sealift Command
NAFC	Navy Accounting and Finance Center
NATO	North Atlantic Treaty Organization
no.	Number
NSN	National Stock Number
ODASD(MS)	Office of the Deputy Assistant Secretary of Defense (Management Systems)
OJCS	Organization of the Joint Chiefs of Staff
OSD	Office of the Secretary of Defense

Acronym or Abbreviation	Definition
PC&H	Packing, Crating, and Handling
PCH&T	Packing, Crating, Handling, and Transportation
PIIN	Procurement Instrument Identification Number
PMCL	Proposed MILSBILLS Change Letter
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oil, and Lubricants
pos.	Position(s)
PROJ CD	Project Code
QDR	Quality Deficiency Report (SF 368)
R&D	Research and Development
RCS	Reports Control Symbol
RFID	Request for Implementation Date
RI	Routing Identifier
ROD	Report of Discrepancy (SF 364)
SAAC	Security Assistance Accounting Center
SAAM	Special Assignment Airlift Mission
SBR	Summary Billing Record
SF	Standard Form
TAC	Type Address Code
TFS	Treasury Fiscal System
U/I	Unit of Issue
U.S.	United States
USAF	United States Air Force
USAFAC	United States Army Finance and Accounting Center
USG	United States Government
WIP	Work in Progress

REFERENCES

(a) DoD Directive 4000.25, "Administration of Defense Logistics Standard Systems,"
(b) DoD 4000.25-7-S1, "Fund Code Supplement to MILSBILLS," authorized by DoD Directive 4000.25
(c) DoD 5025-1-M, "DoD Directives System Procedures," authorized by DoD Directive 5025.1
(d) DoD 7110.3-M, "Budget and Fiscal Coding Manual of the Office of the Secretary of Defense," authorized by DoD Instruction 7110.3
(e) DoD 4000.25-D, "Department of Defense Activity Address Directory," authorized by DoD Directive 4000.25
(f) DoD Directive 7420.1, "Regulations Governing Stock Fund Operations"
(g) DoD Directive 7220.9, "DoD Accounting Policy"
(h) DoD Instruction 7420.12, "Billing, Collection, and Accounting for Sales of Materiel from Supply System Stock"
(i) DoD 7220.9-M, "Department of Defense Accounting Manual," authorized by DoD Directive 7220.9
(j) Department of Treasury Financial Management Manual
(k) DoD Supplement to the Federal Acquisition Regulation
(l) DoD Instruction 7510.4, "Uniform Policy for Charging Accessorial and/or Administrative Costs Incident to Issues, Sales, and Transfers of Materials, Supplies, and Equipment"
(m) Title 31, United States Code, Section 686a
(n) DoD 7290.3-M, "Foreign Military Sales Financial Management Manual," authorized by DoD Instruction 7290.3
(o) DLAR 4140.60/AR 12-12/NAVMATINST 4355.72A/AFR 67-7/MCO 4140.1C, "Processing Discrepancy Reports Against Foreign Military Sales Shipments"
(p) AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, "Reporting of Transportation Discrepancies in Shipments"
(q) DLAR 4140.55/AR 735-11-2/NAVMATINST 4355.73B/AFR 400-54/MCO 4430.3H, "Reporting of Item and Packaging Discrepancies"
(r) DLAR 4155.24/AR 702-7/NAVMATINST 4855.8D/AFR 74-6/MCO 4855.5D, "Reporting of Product Quality Deficiencies Across Component Lines"
(s) DoD 4140.17-M, "Military Standard Requisitioning and Issue Procedures," authorized by DoD Directive 4000.25
(t) DoD 4140.29-M, "Defense Automatic Addressing System (DAAS)," authorized by DoD Directive 4000.25
(u) Joints Chiefs of Staff Allied Communications Publication 117
(v) Joints Chiefs of Staff Joint Army, Navy, and Air Force Allied Publication 128
(w) Volume 1 of DoD 4500.32-R, "Military Standard Transportation and Movement Procedures," authorized by DoD Directive 4000.25
(x) Supplement No. 1 to DoD 4140.17-M, "MILSTRIP Routing Identifier and Distribution Codes," authorized by DoD Directive 4000.25
(y) DoD 5105.38-M, "Security Assistance Management Manual," authorized by DoD Directive 5105.38
(z) Volume 10, "Multiple Application References/Instructions/Tables and Grids," of DoD 4100.39-M, "Defense Integrated Data System Procedures Manual"

DEFINITIONS AND TERMS

ACCESSORIAL COSTS. Certain expenses incident to issues, sales, and transfers of materiel. They are defined to include:

1. packing, handling, and crating costs;
2. transportation costs;
3. port loading and unloading costs; and
4. positioning costs.

ADJUSTMENT REQUESTS. Data forwarded to billing offices to request and provide information necessary for adjustment of billings. Adjustment requests also include followups for adjustments for validated discrepancy reports and promised materiel return program credits.

ADMINISTRATIVE ADJUSTMENT REQUESTS. Requests for actions related to billings which do not involve monetary adjustment. Requests for billing status and copies of billings are examples of administrative adjustment requests.

ADMINISTRATIVE COSTS. General overhead expenses and other costs in operating the DoD or GSA logistics systems that are incident to the issue, sale, or transfer of materiel and are not included in the price of the materiel or as an accessorial cost.

ADVANCE PAYMENT. Amounts paid for materiel in advance of performance or delivery of the materiel. Amounts paid for other purposes in advance of the time the amounts are earned by the payee.

BILL. A statement of the amounts owed for the transfer or sale of materiel and for the performance of services incident to the transfer.

BILLED OFFICE. Any office designated to receive a bill.

BILLING ERROR. An error in a bill, at the bill or detail billing record level, which has one or more of the following characteristics:

1. duplicates a previous bill or detail billing record,
2. contains an error in amount,
3. assigns the wrong billed office; that is, designates the billed office in a manner which violates the requirements of MILSBILLS,
4. was not billed under the proper method (noninterfund versus interfund),
5. should not have been billed; for example, was nonreimbursable, the requisition was cancelled, or accessorial charge was inappropriate.

BILLING OFFICE. An office which prepares bills for materiel and services which are subject to the requirements of MILSBILLS.

CENTRAL ACCOUNTS OFFICE. A central accounts office is an office which has been authorized by the Army, Navy, Air Force, or the GSA to report interfund and other disbursement data to the Department of the Treasury. Normally, these are the offices given the operational responsibility for implementing the service or agency level interfund procedures. These offices are USAFAC; NAFC; AFAFC; and GSA regional offices located in Fort Worth, TX; New York, NY; Kansas City, MO; Washington, DC; and San Francisco, CA.

CONSTRUCTIVE DELIVERY. The delivery of materiel to a commerical carrier, freight forwarder, United States or international post office, or customer at point of production, storage, or test. Delivery is evidenced by completed copies of shipping documents, MILSTRIP materiel shipping documents, or a list of deliveries in a post office.

CONUS. The conterminous United States is comprised of the 48 contiguous States and the District of Columbia.

DETAIL BILLING RECORD. The lowest level of detail in a bill. At this level of the bill, billings for materiel are identified by the document number. When more than one shipment is involved, the partial shipment, identified by a document number suffix, is the lowest level of detail.

DEFENSE LOGISTICS STANDARD SYSTEM. A DoD standard system authorized by DoD Directive 4000.25. The systems are:

DAAS[1]	Defense Automatic Addressing System
DoD LOGDESMAP	DoD Logistics Data Element Standardization and Management Program
DoDAAD	DoD Activity Address Directory System
DoDFMSCG	DoD Foreign Military Sales Customer Guide
ILCS[1]	International Logistics Communications System
MAPAD	Military Assistance Program Address Directory
MILSBILLS	Military Standard Billing System
MILSCAP	Military Standard Contract Administration Procedures
MILSPETS	Military Standard Petroleum System
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
RODS	Report of Discrepancy System

DISCREPANCY REPORT. A discrepancy report is any of the reports prescribed in DoD or joint Service or Agency publications for reporting item, transportation, or quality deficiencies. Examples of these reports are: SF 361, Discrepancy in Shipment Report, SF 364, Report of Discrepancy, SF 368, Quality Deficiency Report (Cat. II).

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[1]Administered by the DLA, others administered by the DLSSO.

DoD COMPONENT. Office of the Secretary of Defense, the Military Departments[2], the Organization of the Joints Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies.

DROP FROM INVENTORY. Reduction of the quantitative inventory balance.

DUPLICATE BILL. An exact duplicate of a previous bill or a bill supported entirely by duplicate billing records.

DUPLICATE DETAIL BILLING RECORD. A second or subsequent detail billing record for a single shipment.

INTERFUND BILL. A bill processed under the interfund billing system. These bills are not only "bills" but notices to the billed office that its funds have been disbursed and the bill "paid."

INTERFUND BILLING SYSTEM. Is an automated billing and fund transfer system. Under this system, a billing office forwards an automated billing (up to 494 detail billing records and a summary billing record which summarizies the details and provides the necessary fund transfer information) to a billed office. During the same month, the billing office advises its central accounts office of the interfund transfers (self-reimbursements) it has made. The central accounts office reports these transactions to the U.S. Treasury and to the central accounts office of the office whose funds have been disbursed. The billed office's central accounts office maintains a suspense file to ensure that the charge is cleared. The billed office, through processes unique to each Military Department, clears interfund disbursements by either accepting the charge (the funds disbursed may be corrected at the time of acceptance) or taking action to have the billing office reverse the transfer.

NONINTERFUND BILL. A bill which requires the billed office to pay by check or otherwise take actions to reimburse the billing office. Examples of these bills are those which are prepared on an SF 1080, Voucher For Transfers Between Appropriations And/Or Funds, or, by GSA, on GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits.

NONTRACEABLE SHIPMENT. A shipment by a mode or method wherein an audit trail between the various shipping elements and the consignee is not available or signed delivery receipts are not required from the consignee. Normally, shipments under mode/method codes G, H, and 6 are considered nontraceable. Exceptions to the nontraceability of these three modes include registered mail, certified return receipt, etc. Accordingly, the shipping transportation office normally must make the nontraceability determination.

OTHER DOD COMPONENT. A DoD Component identified by a DODAAC beginning with a Service/Agency code of "H." Examples include DMA, DNA, and NSA.

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[2]For purposes of MILSBILLS, the US Coast Guard is not a DoD Component.

PACKING, HANDLING, AND CRATING COSTS. Costs incurred for labor, materiel or services in preparing materiel for shipment from or between storage and distribution points.

PORT LOADING and UNLOADING COSTS. Costs incurred for labor, materiel or services for loading, unloading, and handling at the ports of embarkation and debarkation.

POSITIONING COSTS. Costs incurred in pre-positioning items in the supply distribution system of a Military Department at locations outside the United States in anticipation of support to other authorized customers.

PREMIUM TRANSPORTATION. Transportation by other than conventional rail, motor, or water freight, or parcel post service (e.g. commercial air service, exclusive use of the vehicle).

PROGRESS PAYMENT. Amounts paid for goods or services, not yet delivered, to finance that portion on which performance has been completed.

REQUISITION. A customer order for materiel at the national stock number or equivalent level.

SUMMARY BILLING RECORD. A record, used in the interfund billing system, which summarizes the values of detail billing records and provides other information needed to support transfers of funds between appropriations.

TRANSPORTATION COSTS. Costs paid to common carriers or DoD activities to move materiel.

VALIDATED DISCREPANCY REPORT. A discrepancy report in which the authorized processing point has both accepted for processing and confirmed or has reasonable reason to believe the discrepancy has occurred. For adjustment purposes, a ROD for nonreceipt is considered validated when the nontraceability of the shipment is determined by the shipping office.

CHAPTER 1

ADMINISTRATIVE AND GENERAL

A. AUTHORITY

This manual is issued under authority of DoD Directive 4000.25, (reference (a)).

B. PURPOSE

This manual provides data elements and codes, standard procedures, and formats to be used for billing and related adjustments, collections, and accounting for sales of materiel. This manual also provides the standard procedures and formats prescribed for the Interfund Billing System. The procedures, formats, and other requirements contained herein are hereafter referred to collectively as the "Military Standard Billing System" (MILSBILLS).

C. APPLICABILITY

MILSBILLS applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, and the Defense Agencies (hereafter referred to collectively as "DoD Components") and, by agreement, to other organizations participating in the DLSS; e.g., the General Services Administration.

D. POLICY

Under provisions of DoD Directive 4000.25, it is the policy of the Department of Defense that:

1. MILSBILLS shall be disseminated, as required, to the using levels of DoD Components. Supplemental procedures issued by DoD Components or other organizations are authorized when additional detailed instructions are required.

2. MILSBILLS shall be implemented uniformly between DoD Components and at all levels within each DoD Component. Priority shall be given to the development and implementation of inter-DoD Component procedures before separate development and implementation of intra-DoD Component procedures.

a. Requests for deviations or waivers shall be considered when it can be demonstrated that the system in question cannot provide a workable method or procedure or cannot accommodate interim requirements.

b. Deviations or waivers may not be requested solely to accommodate existing internal systems and procedures or organizational environments.

E. RESPONSIBILITIES

1. Under provisions of DoD Directive 4000.25 (reference (a)), the Assistant Secretary of Defense (Comptroller) (ASD(C)) shall provide policy guidance, shall oversee the MILSBILLS, and shall direct implementation of and compliance with the Directive as it relates to MILSBILLS. In carrying out his responsibility, the ASD(C) shall:

a. Approve the development of new MILSBILLS assignments or revisions to existing assignments.

b. Provide the DLSSO with policy guidance concerning the design, development, documentation, and maintenance of MILSBILLS procedures.

c. Review and approve DLSSO plans, priorities, and schedules for MILSBILLS.

d. Introduce new system improvements and expansion of the MILSBILLS.

e. Approve or disapprove requests to use a system other than the MILSBILLS.

f. Resolve issues submitted by the DLSSO concerning resources, policy, and requests for deviations or waivers from the use of MILSBILLS.

2. The Chief, Defense Logistics Standard Systems Office (DLSSO) shall establish a system administrator for the MILSBILLS.

3. The MILSBILLS Administrator shall:

a. Perform analysis and design functions, in coordination with the DoD Components, to implement guidance and instructions provided by the ASD(C) and to ensure the involvement of telecommunications planning in an integrated system design.

b. Recommend system improvements and additional policy, as required, during the development of procedures.

c. Develop, publish, and maintain this manual and its supplement (reference (b)), consistent with DoD 5025.1-M (reference (c)).

d. Evaluate and coordinate proposed system revisions with DoD Components, affected Federal Agencies, foreign governments, and industrial organizations and furnish a copy of all revision proposals to the ASD(MI&L) and the ASD(C).

e. Resolve issues concerning procedural matters within 90 days after receipt of all comments from DoD Components. Issues affecting resources or policy shall be referred, together with comments of DoD Components and a recommendation of the system administrator, to the ASD(C) for decision.

f. Disseminate to the ASD(MI&L), ASD(C), and to other DoD Components, a quarterly status review of all revision proposals that have not yet been approved for publication, or, that if approved, have not been implemented.

g. Ensure compatibility of assigned systems. Coordination shall be effected, when appropriate, among system administrators for assigned systems, with designated system administrators of other DoD logistics systems, and with related DoD logistics task groups. Compatibility among these sytems and groups shall be attained, when appropriate, before coordination with the DoD Components.

h. Ensure uniform implementation of this manual by:

(1) Reviewing all supplemental procedures issued by DoD Components to ensure continuing conformance of revisions to the approved system.

(2) Reviewing implementation plans and implementation dates of DoD Components and making recommendations for improvements.

(3) Conducting periodic evaluations to determine effectiveness of the system.

(4) Conducting surveillance, through onsite visitations, of selected system segments in order to determine compliance with prescribed system requirements and to furnish clarification to ensure uniform interpretation of the requirements of the system.

(5) Reporting to ASD(C) the findings and recommendations of evaluations and surveillance visitations, along with comments of the DoD Components concerned.

(6) Securing semiannually from the DoD Components status information concerning implementation of approved system revisions.

i. Review and evaluate curricula of DoD and other DLSS participant training schools offering courses related to the MILSBILLS and make recommendations for improvements.

j. Assist in resolving problems, violations, and deviations that arise during system operations and that are reported to the system administrator. Unresolved problems and continued violations shall be referred to the ASD(C) for resolution or corrective action.

k. Review and coordinate with DoD Components, affected Federal Agencies, foreign governments, and industrial organizations all requests for system deviations and exemptions and make appropriate recommendations to the ASD(C) based on fact-finding studies or analysis of accompanying justification.

4. The Heads of DoD Components and Other Participating Organizations shall:

a. Designate an office of primary responsibility for the MILSBILLS to serve as the MILSBILLS focal point. They shall identify to the MILSBILLS Administrator the name of a primary and alternate focal point representative for the MILSBILLS to:

(1) Serve on the MILSBILLS Focal Point Committee.

(2) Provide the DoD Component or participating organization position and have the authority to make decisions regarding procedural aspects.

(3) Ensure continuous liaison with the MILSBILLS administrator and other DoD Components and participating organizations.

(4) Evaluate all suggested changes to the MILSBILLS that originate within his or her DoD Component or participating organization. Beneficial suggestions shall be evaluated initially by the focal point.

(a) If a suggestion is received by the MILSBILLS administrator directly for evaluation, it shall be forwarded to the appropriate DoD Component or participating organization focal point for review and evaluation.

(b) If the suggestion is considered worthy of adoption, the focal point shall submit a change proposal to the MILSBILLS Administrator, stipulating specific narrative changes to the manual concerned.

(c) Such proposed changes shall be coordinated in the normal manner with awards determined by the focal point in accordance with current procedures.

(5) Submit revision proposals to the MILSBILLS administrator with justification and expected benefits.

(6) Develop and submit to the MILSBILLS administrator a single, coordinated DoD Component position on all system revision proposals within the time limit specified by the MILSBILLS administrator.

(7) Participate in system surveillance, through onsite visitations in coordination with the MILSBILLS administrator.

b. Implement approved systems and revisions thereto and provide the MILSBILLS Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within 15 working days after the end of a designated semiannual cycle and shall begin with the first cycle following publication of the approved system change.

c. Accomplish internal training to ensure timely and effective implementation and continued operation of MILSBILLS. In addition, furnish copies of initial training instructions concerning MILSBILLS to the MILSBILLS administrator.

d. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

e. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the MILSBILLS administrator.

f. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by the DLSS.

g. Provide the DLA with an open rider requisition using Standard Form 1, "Printing and Binding Requisition," and bulk distribution lists to cover all printed changes to this manual and its supplement (DoD 4000.25-7-S1 (reference (b)). The Standard Form 1 will be sent to:

Hq, Defense Logistics Agency
Attention: DLA-XPD
Cameron Station
Alexandria, Virginia 22304- 6100

h. Ensure that operating activities that support a MILSBILLS function comply with this manual and its supplement (reference (b)).

i. Furnish to the MILSBILLS administrator copies of supplemental and internal prccedures, and changes thereto, related to the operation of MILSBILLS.

j. Report to the MILSBILLS administrator problems, violations, and deviations that arise during system operations.

F. FOCAL POINT COMMITTEE

1. Organization and Management. The MILSBILLS Focal Point Committee shall:

a. Consist of representatives from the DoD Components and other participating organizations for the MILSBILLS.

b. Be chaired by the MILSBILLS administrator.

c. Meet at least quarterly. Minutes of these meetings shall be distributed by the MILSBILLS administrator within 30 days.

2. Functions. The MILSBILLS committee shall participate in the development, implementation, and maintenance of the MILSBILLS.

3. Focal Point. The following have been designated as the office of primary responsibility or focal point for MILSBILLS matters within the following organizations:

Organization	Focal Points
Air Force	AFAFC/XSMM Denver, CO 80279- 5000 (AV 926-4781)
Army	Assistant Comptroller of the Army (Finance and Accounting) ATTN: DACA-FAP-A Indianapolis, IN 46249- 0001 (AV 699-3035)
Coast Guard	Commandant U.S. Coast Guard ATTN: G-FAD-1 Washington, DC 20593- 0001 (FTS 755-7667)
Defense Automatic Addressing System Office	Defense Automatic Addressing System Office ATTN: DAAS-VL Gentile Air Force Station Dayton, OH 45444-5320
Defense Logistics Agency	Comptroller Defense Logistics Agency ATTN: DLA-CFS Cameron Station Alexandria, VA 22304- 6100 (AV 284-6224)

Organization	Focal Point
Defense Security Assistance Agency	Comptroller Defense Security Assistance Agency ATTN: COMPT-FMD Washington, DC 20330- 2800 (AV 227-2293)
General Services Administration and Non-Defense Agencies	Director, Office of Finance General Services Administration ATTN: BCTP Washington, DC 20405- 0001 (FTS 566-0620)
Marine Corps	Commandant of the Marine Corps ATTN: LPS-4 Washington, DC 20380- 0001 (AV 224-5740)
National Security Agency	Comptroller National Security Agency ATTN: N412 Ft. Meade, MD 20755- 6000 (AV 235-0111, ext 6803)
Navy	Commander Navy Accounting and Finance Center ATTN: NAFC-521 Washington, DC 20376- 5001
DoD Components other than those shown above contact the DoD MILSBILLS Administrator	Defense Logistics Standard Systems Office ATTN: MILSBILLS Administrator Cameron Station Alexandria, VA 22304- 6100 (AV 284-7956)

G. PUBLICATION OF THE MANUAL

1. Organization and Numbering

a. In addition to the front matter (Foreword, Table of Contents, Acronyms and Abbreviations, etc.) the manual is organized into chapters and appendices.

b. Each chapter is divided into sections and where necessary, into paragraphs and subparagraphs. Sections are indicated by capital letters, paragraphs by numbers. Subdivisions of paragraphs are indi-

cated by lower case letters, by numbers in parentheses, by lower case letters in parentheses, by underscored numbers, and by underscored lower case letters, in that order, for example:

Chapter 1

A. Section

3. Paragraph

a. Subparagraph

(1) Subparagraph

(a) Subparagraph

1 Subparagraph

a Subparagraph

c. Appendices are identified by alphabetics and numerics to indicate an alphabetic group, e.g., A1, A2, B1, B2.

d. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with arabic numerals beginning with 1. Each page number of a chapter is preceded by the number of the chapter. The page numbering system of the appendices indicates the number of the appendix, i.e., B1-, B2-, etc., followed by the page number of the appendix.

2. Distribution of the Manual. The Defense Logistics Agency will distribute this manual and formal changes to those designated points within each DoD Component and participating organization as requested by the organization or Component in their open rider requisition. Further distribution is accomplished within each organization based upon approved distribution data generated through their internal publication channels.

3. Formal and Interim Changes

a. Formal changes to this manual will be published as needed. Formal changes will be numbered consecutively and issued as page replacements. The change number will be indicated on each page and new or revised wording will be indicated by marginal lines.

b. Interim changes will be issued to publish emergency or other changes when there is insufficient time to publish a formal change. All interim changes will be incorporated in a formal change without undue delay. Interim changes will be numbered consecutively and will indicate the formal change in which it will be incorporated. For example, the second interim change to be incorporated in change 3

will be numbered "IC 3-2". The MILSBILLS administrator will distribute copies of interim changes as indicated in lists provided by the MILSBILLS focal points.

H. PROPOSED CHANGES

1. Activities proposing revisions to this manual or its supplement (reference (b)) will forward the proposal to their focal point.

2. If concurred in, the focal point will forward the proposed change to the MILSBILLS administrator:

Defense Logistics Standard Systems Office
ATTN: DLSSO-B
Cameron Station
Alexandria, VA 22304-6100

3. The following information must accompany proposed changes to this manual when they are forwarded to the MILSBILLS administrator:

a. Concept. A narrative description of the idea underlying the proposed change. What is the basic idea or problem?

b. Rationale. An explanation of the need for the change. Why is it a problem?

c. Interface. Known or potential impact on other DLSS or nonDLSS DoD logistics or financial system(s). Who should be involved with or know of this proposal?

d. Expected Benefits. Operational statement identifying known or potential advantages resulting from the proposed revision. Disadvantages, when known, should be also addressed.

e. Proposed Change. Proposed wording changes for this manual and other DoD publications upon which this change is contigent or is affected by the change.

4. The MILSBILLS administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with the MILSBILLS focal points. A consecutively numbered proposed MILSBILLS change letter (PMCL) will be prepared to staff proposals. A minimum of 60 days will be allowed for staffing.

5. Prior to submitting proposed changes to the supplement (reference (b)) focal points will ensure that:

a. Treasury account symbols are valid or provide conversion instructions for reporting on the Statement of Interfund Transactions,

b. Suffix/ limit codes cited on department "97" appropriations

are valid as determined by OSD (reference (d)), and that

c. DODAACs cited are listed in the DODAAD (reference (e)).

6. Changes to the supplement (reference (b)) will normally be approved and published without coordination. When a standard procedure or policy is involved a proposed change to the appropriate provisions of this manual must accompany the change to the supplement.

I. APPROVED CHANGES

1. Coordination. After a proposed change to this manual is approved, the MILSBILLS administrator will, in coordination with the MILSBILLS focal points, establish an effective date for the change. Coordination will be effected through agreements reached during DoD MILSBILLS focal point committee deliberations or, in most cases, through letters to the MILSBILLS focal points.

2. Preferred Implementation Date. Request for implementation date (RFID) letters will allow the MILSBILLS focal points a minimum of 60 days for staffing. Changes will normally be effective on April 1 or October 1. Preferred dates more than 1 year in the future will also indicate whether or not any portion of the approved change can be implemented with 1 year's notice.

3. Effective Date

a. Following receipt and evaluation of DoD Component and participating Agencies preferred implementation dates, the MILSBILLS administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced by the MILSBILLS administrator through release of an AMCL.

b. Except for fund codes denoting billing under noninterfund procedures, changes to the supplement (reference (b)) will be effective as of the date (first of a month) indicated by the focal point. However, when the change is received by the MILBILLS administrator less than 60 calendar days before the desired effective date, the change will be published effective the next scheduled period or as soon as possible.

c. Changes to fund codes which denote billing under noninterfund procedures will be effective as of the date (first of a month) indicated by the focal point when the focal point notifies the MILSBILLS administrator a minimum of 6 months prior to the preferred date. Otherwise, the change will be effective 6 months after the administrator is notified.

4. Approved MILSBILLS Change Letters (AMCLs). AMCLs will be consecutively numbered and are provided to formally notify system participants of approved changes. AMCLs may also be used as planning documents to assist participants in any program or system design

efforts which may be necessary to implement the changes. The MILSBILLS administrator will distribute copies of AMCLs as required by lists provided by MILSBILLS focal points.

5. Implementation. DoD policy (see section D) requires full implementation of MILSBILLS. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the ASD(C) for decision.

J. SUPPLEMENTAL PROCEDURES

Supplemental procedures issued by DoD Components and participating agencies are authorized when additional detail instructions are required. The following publications supplement the provisions of this manual within the DoD Components and participating agencies:

1. Army: AR 37-12, Interfund Billing, Collection and Reporting Procedures;

2. Navy and Marine Corps: Navy Comptroller Manual; Volume 8, Chapter 6, Part B;

3. Air Force: AFR 177-101, Part Four, Chapter 27, Section K;

4. DLA: DLAM 7000.1, Accounting and Finance Manual, Chapter 11;

5. GSA: (a) FPMR-101.26-8, Discrepancies or Deficiencies in GSA or DoD Shipments, Material or Billings and

(b) FPMR 101-2.1 - Billings, Payments and Adjustments.

K. QUARTERLY STATUS REVIEW

The MILSBILLS administrator will disseminate the quarterly status review required (section E) by DoD Directive 4000.25 (reference (a)) within 2 weeks of the close of the quarter. The report will be in two parts, one for open proposals in process and another for approved changes which are effective during the reporting or a future period.

L. SEMIANNUAL IMPLEMENTATION STATUS REPORT (RCS: DD-M (SA)1419)

(To be developed - see requirement in section E.)

M. NONCOMPLIANCE WITH PRESCRIBED MILSBILLS PROCEDURES AND OTHER UNRESOLVED PROBLEMS

If reasonable attempts to obtain compliance with prescribed procedures or resolution of MILSBILLS related problems are unsatisfactory, the activity having the problem will request assistance from their MILSBILLS focal point. The request will include copies of all correspondence pertinent to the problem; such as, the requisition number, number and date of bill, billing office, and the shipping office. The focal points involved will take the necessary actions to resolve the issue or problem. Necessary actions may include requesting assistance from the MILSBILLS administrator. The MILSBILLS administrator will follow the procedures described in section E.

N. MINIMIZE CONDITIONS

When a minimize condition is imposed at a location, MILSBILLS documents and reports which are normally forwarded to that location via AUTODIN will be forwarded, instead, by regular mail for CONUS addressees and airmail for overseas addressees. If neither the originating office nor DAASO is under minimize, MILSBILLS documents and reports may continue to be forwarded to DAASO via AUTODIN for further routing to the end destination.

O. SIMULATED MOBILIZATION EXERCISE

DI code "H" series transactions have been reserved for use during simulated mobilization exercises in lieu of the normal "F" series DI codes. Although use of the "H" series DI codes is not mandatory, when exercises call for generating records prescribed by MILSBILLS, use of the "H" series DI codes is recommended.

CHAPTER 2

BILLING PROCEDURES

A. BILLING POLICIES

DoD Directive 7420.1 (reference (f)), DoD Directive 7220.9 (reference (g)), and DoD Instruction 7420.12 (reference (h)) provide the DoD policies governing procedures in this chapter.

B. CRITERIA FOR BILLING

1. Shipments from Stock. Billings will be effected on the basis of drop from inventory, provided that notification of warehouse refusal or other advice of nonavailability has not been received by the inventory control point within 7 calendar days of drop from inventory. Exceptions are as follows:

a. Billings for foreign military sales and military assistance program shipments will be effected upon constructive delivery.

b. Billings for bulk POL shipments under mode/method codes 2,8,W, and Z will be effected upon receipt notification provided that such notification has been received by the billing office within 15 days of the date of delivery; otherwise, billing will be effected upon notice of shipment or issue.

c. Billings for perishable subsistence chill and freeze items will be effected upon drop from inventory. Billings for fresh fruits and vegetables will be effected upon receipt of an issue transaction from a Defense Subsistence Office.

d. MAP sales requisitioned under authority of Section 506 of the Foreign Assistance Act (FMS/MAP Type of Assistance Code "C") may not be billed until funds are appropriated. The determination to use Section 506 does not provide obligation or disbursing authority. Section 506 permits the drawdown of existing DoD stocks subject to an appropriation to be made at a later date to effect reimbursement to the Defense accounts. Should Congress fail to appropriate funds for this purpose, the Defense account must absorb these costs. Section 506 drawdowns of GSA or other non-DoD stocks are not authorized.

2. Direct Deliveries of Materiel from Contractors. When an inventory manager is out of stock, does not carry an item or otherwise requests direct delivery of materiel from a vendor, the billing will be effected upon notification of receipt of materiel by the customer or notification of shipment by the vendor. However, issues by mode/method codes 2, 8, W, and Z will be billed based upon the issue transaction if the notification is not received by the inventory manager within 15 days of the date of issue.

C. PREPARATION OF BILLS

1. General

a. Bills will be prepared within 30 days of the criteria provided in section B and will identify each shipment or delivery.

b. When unbilled item(s) for one DoD customer total less than $100, billing for the item(s) may be suspended until such time as the total of the unbilled items equals or exceeds $100; except that all unbilled item(s), regardless of value, will be billed at the end of a fiscal year quarter (December 31, March 31, June 30, or September 30) or whenever a credit billing line is involved.

2. Method of Billing

a. Billings to DoD offices will be under interfund procedures except as provided below.

b. Billing will be under noninterfund procedures when:

(1) the bill-to office is non-DoD (bill-to service code is numeric, "G" or "Z"),

(2) the bill-to office is an Army or Navy contractor (bill-to service code is "C" or "Q"),

(3) the bill-to office is DoD (bill-to service code is alpha other than "C", "G", "Q", or "Z") and the fund code requires noninterfund billing,

(4) the bill-to office is an other DoD Component and the fund code is not listed in the other defense agencies ("A") appendix of the supplement.

3. Determining Billed Offices

a. Billed offices will be assigned in accordance with the signal code cited on the requisition, report of excess, etc. When the signal code is "C" or "L", the billed office is assigned by converting the fund code to a billed DODAAC. The B series appendices of the supplement (reference (b)) provide appendices to be used, in conjunction with the service or agency code of the requisitioning DODAAC, to convert fund codes to billed DODAACs.

b. Whenever the coding or other information provided on a requisition, report of excess, or other order does not designate a DODAAC currently published in the DODAAD (reference (e)), the requis-

itioning, excess reporting, or ordering activity will be designated[1] as the billed office. For IL requisitions, the requisitioning control office (Army/ W25PØ2, Navy/ N65916, and Air Force/ FA23Ø3) will be assigned as the billed office.

c. The mailing address for noninterfund bills will be the clear text address prescribed for billing (TAC 3 if assigned, otherwise, the TAC 1) in the DODAAD and the routing for interfund bills will be based on the same criterion.

4. Nonreimbursable Bills

a. Except for the provisions of subparagraph c below, materiel issued under nonreimbursable procedures will be reported to the billed office using the FE_ series DI codes.

b. DoD 7220.9-M (reference (i)) provides that if the amount of billings for any one customer is less than $100 at the end of a fiscal year quarter the billing may be waived. Working capital funds and the Corps of Engineers civil works funds must not waive reimburse- of any amount.

c. GSA sometimes, at its discretion, processes requisitions of $1 or less without billing. Therefore, any DoD Component having such items unbilled 60 days after receipt of materiel may assume that they will not be billed and cancel the obligation accordingly.

5. Interfund Bills

a. Interfund bills will be transmitted to the offices billed no later than the fifth working day of the month following the month in which reimbursement is credited to the account of the billing office. Transmission to the offices billed will be by AUTODIN when available. When billings are transmitted directly to the billed office by AUTODIN, "text" or "header" records will designate the internal routing, e.g., "For Accounting and Finance Officer." When billings are transmitted to DAASO (COMM RI code = RUEOZZA) for routing to the billed office "text" or "header" records are not needed. When AUTODIN is not used, interpreted (printed) billing records will be mailed to the billed office.

b. Separate detail billing records, selected from the "B" series appendices, will be prepared for each shipment or delivery supporting the summary billing record.

c. The A series appendices of the supplement (reference (b)) provide appendices to be used, in conjunction with the Service/Agency code of the billed DODAAC, to convert fund codes to appropriations.

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[1]Billing offices have until 1 November 89 to implement this provision.

d. A separate summary billing record will be prepared for billings applicable to a given billed office for each appropriation and fund code within appropriation. A summary billing record may not summarize more than 494 detail billing records.

6. Noninterfund Bills.

a. An SF 1080, Voucher for Transfers between Appropriations and/or Funds (figure 2-1) or other form approved by Treasury, such as GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits (figure 2-3) will be used as the billing document for noninterfund bills. A computerized version (figure 2-2) of the SF 1080, the SF 1080-EDP, is also available.

b. An original and two copies of the noninterfund billing will be provided to the office billed. If an identification or bill number is used, only an original and one copy will be sent.

c. Noninterfund billings will be supported by the following minimum information: Document order number, article or services, delivery date, quantity and price. The first two items of information will usually be satisfied by the requisition document number and national stock number. The delivery date is the same as the day of year prescribed for the detail billing record appropriate for the issue. Billing offices will provide billing records, using EAM cards, in the format prescribed in the B series appendices to any non-DoD customer upon request.

d. The procedures described in this section are based upon procedures prescribed by the Department of Treasury in chapter 2500 of the Treasury Financial Manual (reference (j)).

D. RETAIL LOSS ALLOWANCE

1. DoD Directive 7420.1 (reference (g)) requires the DLA Defense Stock Fund and other wholesale stock funds, as appropriate, to include an additional surcharge factor in their standard prices to compensate the fund for retail stock normal operating losses.

2. When a retail loss allowance surcharge is included in the standard price of commodities under the integrated management of a DoD Component, a retail loss allowance will be applied as a reduction to the net materiel charges included in the billing for items of those commodities. The allowance is applied at a rate which is equivalent to the retail loss surcharge factor included in the standard price of the materiel commodity. The allowance will be supported by a billing record in the DI code FL_ series format.

3. Retail loss allowances are not provided on sales to foreign, state, municipal governments/private parties, or nonappropriated activites. Retail loss allowances are not provided on into-plane sales.

Standard Form 1080
Revised April 1982
Department of the Treasury
I TFRM 2—2080
1080—109—08

VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS

VOUCHER NO.

SCHEDULE NO.

Department, establishment, bureau, or office receiving funds
DoD Component X

BILL NO.
12345

PAID BY

Department, establishment, bureau, or office charged

• DoD Component Y (H12345) •
899 S. Mason
Alexandria, Va 22334

ORDER NO.	DATE OF DELIVERY	ARTICLE OR SERVICES	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT DOLLARS AND CENTS
		(See attached schedule)				
					TOTAL	$ 768.75

Remittance in payment hereof should be sent to—
DoD Component X
Attn: Central Cashier
123 4th St SW
Washington, DC 20506

ACCOUNTING CLASSIFICATION—*Office Receiving Funds*

9750100.4321

CERTIFICATE OF OFFICE CHARGED

I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.

(Authorized administrative or certifying officer)

(Date)

(Title)

ACCOUNTING CLASSIFICATION—*Office Charged*

Paid by Check No.

NSN 7540-00-634-4230

Previous Editions Are Usable

Figure 2-1. Sample SF 1080

SF 1080-EDP

VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS

VOUCHER NO.

DEPT., ESTABLISHMENT, BUREAU, OR OFFICE RECEIVING FUNDS

DEFENSE INDUSTRIAL SUPPLY CENTER
700 ROBBINS AVENUE
PHILADELPHIA, PENNSYLVANIA 19111

BILL NO.
6J037

DEPT., ESTABLISHMENT, BUREAU, OR OFFICE CHARGED

FINANCE AND ACCOUNTING OFFICE Q97272 QP
US NAVAL PLANT REPRESENTATIVE
C O 7275 ABGP
M F IAM
APO NEW YORK 09240

PAID BY

BILL DATE
26 JUN 84

ORDER NO.	DATE OF DELIVERY	ARTICLES OR SERVICES	QUANTITY	UNIT PRICE COST PER	AMOUNT DOLLARS/CENTS
		(SEE ATTACHED LISTING)		GROSS MATERIAL AMOUNT	507.52
				RETAIL LOSS ALLOWANCE	2.08CR
				TOTAL	505.44

REMITTANCE IN PAYMENT HEREOF SHOULD BE SENT TO-

DEFENSE INDUSTRIAL SUPPLY CENTER
700 ROBBINS AVENUE
PHILADELPHIA, PENNSYLVANIA 19111

(MAKE CHECKS PAYABLE TO ACCOUNTING AND FINANCE OFFICER)

ACCOUNTING CLASSIFICATION - OFFICE RECEIVING FUNDS

97X4961.5105 01 C417 S36054 505.44

CERTIFICATE OF OFFICE CHARGED

I CERTIFY THAT THE ABOVE ARTICLES WERE RECEIVED AND ACCEPTED OR THE SERVICE PERFORMED AS STATED AND SHOULD BE CHARGED TO THE APPROPRIATION(S) AND/OR FUND(S) AS INDICATED BELOW; OR THAT THE ADVANCE PAYMENT REQUESTED IS APPROVED AND SHOULD BE PAID AS INDICATED.

(AUTHORIZED ADMINISTRATIVE OR CERTIFYING OFFICER)

(DATE)

(TITLE)

ACCOUNTING CLASSIFICATION - OFFICE CHARGED

PAID BY CHECK NO.

Figure 2-2. Sample SF 1080-EDP

GSA Form 789 (Rev. 10-73) | GENERAL SERVICES ADMINISTRATION
STATEMENT, VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS

DISBURSING OFFICE NO

BUREAU VOUCHER NO (Paying Office)

DEPOSIT TO THE CREDIT OF ACCOUNT(S) SHOWN AND SEND ACCOMPLISHED C.O.T.O

GSA-CAO-FINANCE DIVISION
GSA REGIONAL OFFICE BUILDING
WASHINGTON, D.C. 20407

(GSA)

AGENCY LOCATION CODE 47-0[illegible]-0002
ACCOUNT SYMBOL TO RECEIVE CREDIT 47F3875 (125)

or Send Remittance Payable to The General Services Administration accompanied by one copy of this GSA Form 789, to the Office indicated above. Adjustments are not to be requested or made for over or under charges of $10.00 or less per Line Item (FPMR - A - 101-2.104(c))

DATE MO	DAY	YR	PAGE NO	STATEMENT NUMBER
12	2[illegible]	4	1	PB 56

OFFICE BILLED (Include ZIP Code)

19 FINANCE SECTION 09514
APO NEW YORK 09757

2100 | DK4F2F
AGENCY | BILLED OFFICE

PAYMENT OR INQUIRY SHOULD REFER TO THE ABOVE DATE, STATEMENT NUMBER, AGENCY, AND BILLED OFFICE CODES FOR PROMPT HANDLING

AGENCY REQUISITION NUMBER	ACT.	GSA INVOICE OR DOC NO.	INV. DATE MO.	INV. DATE DAY	AMOUNT	REMARKS
ATTACHED BILLING		REGSTR	12	24	49[illegible]	

CHARGE AND CREDIT WILL BE REPORTED
ON STATEMENT OF TRANSACTIONS FOR
ACCOUNTING PERIOD ----------*

BILLING AGENCY CONTACT:
PREPARED BY ACCOUNTS RECEIVABLE BRANCH
TELEPHONE NO. 202-472-1213

PAYING OFFICE CONTACT:
PROCESSED BY ----------*
TELEPHONE NO. ----------*

TOTAL AMOUNT DUE ON THIS STATEMENT (The total amount due on this statement must be paid as rendered in accordance with 7 GAO 2, 6.5 and FPMR Title 41 Chap. 101. Adjustments if required will appear on subsequent statements.) [illegible]

TO (DISBURSING OFFICE AND SYMBOL—PAYING OFFICE)	BUREAU REFERENCE	APPROPRIATION OR FUND (Symbol Only)	AMOUNT
WITHDRAW FROM: DEPARTMENT BUREAU ADDRESS			

CERTIFICATE OF PAYING OFFICE

I certify that the terms listed herein are correct and proper for payment from the appropriation(s) designated.

(DATE) (AUTHORIZED CERTIFYING OFFICER)

FOR USE OF PAYING OFFICE

PAID BY

CHECK NO. _____ DATED _____ C.D NO _____ DATED _____

7789-105

Figure 2-3. Sample GSA Form 789

E. INTO-PLANE FUEL SALES. These procedures apply to DoD into-plane issues (sales) of fuels to DoD aircraft except when other billing procedures are specified by the terms of an inter-Service support agreement.

1. Reimbursable issues (sales) of fuel into DoD planes by DoD activities will be billed at the standard price in effect at the time of issue.

2. Contractor into-plane fuel issue will be billed at the standard price applicable to each such issue.

3. Billing offices for stock funds will grant credit for DoD aircraft defueling based on supply defueling slips at stock fund prices.

4. Credits will be given for contractor into-plane defueling of DoD aircraft based on a defueling slip at the standard price given for each defueling.

5. Into-plane fuel billings will be in the DI code FP_ format.

6. Bills for into-plane issues of aviation gasoline, or for aircraft defuelings, which are not identifiable to a Service activity will be mailed to the applicable control point identified below:

a. Army (all Army Service/Agency codes):

Commander
U.S. Army Finance and Accounting Center
ATTN: FINCO-C
Indianapolis, IN 46249- 0001

b. Navy and Marine Corps

(1) For bill-to Service/Agency code R:

Commanding Officer
Fleet Accounting and Disbursing Center,
U.S. Pacific Fleet
937 North Harbor Drive
San Diego, CA 92101- 5801

(2) For bill-to Service/Agency code V:

Commanding Officer
Fleet Accounting and Disbursing Center,
U.S. Atlantic Fleet
Bldg. 132, Naval Station
Norfolk, VA 23593- 5000

(3) For other Navy or Marine bill-to Service/Agency codes:

Commander
Navy Accounting and Finance Center
Code NAFC-521
Washington, DC 20376- 5001

c. Air Force (all Air Force Service/Agency codes):

AFAFC/TCRC
Denver CO 80279- 5000

F. AUTOMOTIVE VEHICLES

GSA is authorized to use the interfund billing system to bill DoD activities for automotive vehicles purchased under a category 1 (reimbursable) MIPR. DoD activities submitting MIPRs must do so in accordance with paragraph 8.7008 of the DoD Supplement to the Federal Acquisition Regulation (reference (k)) which requires activities to provide MILSTRIP requisition data for each line item which is to be delivered to each "ship to" address. For purposes of identifying and validating charges GSA will support interfund billings for automotive vehicles with a GSA Format 952 (single line item billing register). The format (figure 2-4) will show, in addition to the information shown on the billing record, the last five digits of the MIPR number under the columns headed "DIST CD PROJ CD."

G. OPTIONAL BILLING PROCEDURE FOR FRESH FRUITS AND VEGETABLES

1. DoD components and participating agencies may elect to have DLA's Defense Personnel Support Center summarize billings for FF&V. The option is available on a DoD Component or Agency wide basis only. Currently, only the Air Force has elected this billing option.

2. Under the optional FF&V billing procedure DLA will summarize onto a single billing line all FF&V issues to a Service or Agency. The billings will be summarized by requisition month and fiscal year. These summarized billings will be prepared in the DI code FV1 or FV2 format and will be forwarded to a predesignated central office in that Service or Agency. DLA will provide microfiche copies of the supporting detail billing records when requested.

H. BILLING FOR ACCESSORIAL AND ADMINISTRATIVE COSTS

1. Method of Billing

a. Accessorial and administrative costs may be billed via interfund or noninterfund. However, to the extent practicable, billing will be accomplished in the same manner as the materiel.

GSA FUND 952

GENERAL SERVICES ADMINISTRATION
REGIONAL OFFICE OF ADMINISTRATION

BILLED OFFICE
ADDRESS CODE: HE1287
AGENCY/BUREAU: 9700

BILL NO: QY955
DATE : 11/18/84
PAGE NO: 1

00005 GERMANY SOC
ACCOUNTING AND FINANCE OFFICE
DEFENSE GENERAL SUPPLY CENTER
RICHMOND VA 23297

SINGLE LINE ITEM BILLING REGISTER

NEW YORK, N.Y.

DOC ID	RTG ID	C	STOCK OR PART NUMBER	UN ISS	QUANT	DOCUMENT NUMBER/SUF	SUPPL ADDR	SIG CD	FND CD	M S	ADJ ALL	BILL NO	DEL DTE	EXTENDED VAL	UNIT SELL PRICE	DIST CD	PRO CD	STR SCH	GSA DOC NUMBER
			DIRECT DELIVERY - AUTOMATED - NON-STORES																
FC1	GNO		7530-01-078-1945	BX	40	HE1287 4192 0002	HE2477	J	XP			QY955	206	184.40	4.61				EM26861N
FC1	GNO		7530-01-078-1945	BX	6	HE1287 4228 0001	HE4436	J	XP			QY955	241	27.66	4.61				EM91711N
FN1	GNO		EXP SURCHG 08% X			212.06 HE1287			XP			QY955		16.96					
FS1			TOTAL FUND CODE XP						XP			QY955		229.02		3 LINE ITEMS			
			TOTAL BILLING											229.02	**				

Figure 2-4. Sample GSA Format 952

b. When billed via interfund, accessorial and administrative costs billings will follow the procedures and formats prescribed for the charge.

2. DoD Shipments. DoD Instruction 7510.4, (reference (l)) provides the DoD policy for billing accessorial and administrative costs.

3. GSA Shipments. GSA will assess accessorial and administrative costs on shipments to DoD as indicated in this section.

a. Transportation

(1) Except as outlined in paragraph (2) below, GSA will pay transportation charges on stock items to:

a Consignees in the CONUS and, where scheduled surface commercial transportation services are available, Hawaii, and Commonwealth of Puerto Rico, the Virgin Islands and the southeast peninsula of Alaska, central Alaska (rail belt) and Kodiak Island.

b A U.S. port of embarkation for overseas destinations not included in (1) above.

(2) GSA will not pay transportation charges for shipments of nonstock items, purchased f.o.b. origin, to a CONUS destination or a U.S. port of embarkation. GSA will, however, prepay the transportation charges and bill the agency, as a separate item.

b. Packing, Packaging and Preservation

(1) Charges will be assessed at the rate of 8 percent of the value of the materiel ordered and delivered with both level "A" and level "B" pack through GSA regions to DoD customers overseas except as otherwise specified in (2) below.

(2) Charges will not be assessed for materiel delivered with level B pack to customers located in Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands and the southeast peninsula of Alaska, central Alaska (rail belt) and Kodiak Island.

(3) Annually GSA will propose changes in the above rates based on reviews of actual costs for use throughout each fiscal year and advise the ASD(C) sufficiently in advance for appropriate program and budget planning.

(4) GSA surcharge or packing, packaging, and preservation for DoD Components will be assigned the same bill number as the related materiel.

c. Fund Code Charged. GSA billings for accessorial costs incurred for supply items requisitioned by DoD activities will reflect the following fund codes (* denotes the FY within decade of the billing date):

DoD Components	Assign Fund Code
Army	* 1 for billings for accessorial costs if the fund code in the materiel billing designates account 21X4991; otherwise, use the fund code cited on the requisition.
Navy	"XT".
Others	cited on the requisition.

I. BILLING FOR PROGRESS AND ADVANCE PAYMENTS

1. Progress Billings

a. Progress payments may be billed via interfund whenever the order received from the customer specifies that progress billings via interfund are authorized. Interfund billings for progress payments will use DI code FU1/2. Documentation of the agreement by the customer to allow progress billing via interfund may be used in lieu of a specific provision on each order.

b. Billings made for progress payments will be based upon documentary evidence of satisfactory performance and will not exceed the amount of the customer order.

c. The billing office will offset bills for deliveries against all outstanding progress billings related to those deliveries. Billing records will be reported for both the full value of the shipment (i.e., DI code FA1) and the amount of the progress billing being liquidated. The billing method elected for the progress payment will also be the method used to bill for the delivery.

d. Although multiple progress bills may have been submitted against an order, a single recoupment billing record may be reported for the total amount of the progress billings.

2. Advance Billings

a. Advance billings may not be billed via interfund. When authorized, advance funding will be satisfied via noninterfund and by the use of appropriation level, rather than project or order level, advances.

b. Advances received must be returned or applied to accounts receivable before the end of the fiscal year.

J. CORRECTION OF ERRONEOUS BILLINGS

When a billing office finds it has issued a bill containing one or more billing lines requiring correction in some way, it will reverse such charges or credits- and only such charges or credits- irrespective of dollar amount and include corrected charges or credits in a subsequent bill. The corrections will be processed as soon as it is practical and will not await customer requests for adjustments.

K. CANCELLATIONS

When an ICP determines that a requisition (and related shipments) has been cancelled, any billings which were generated for that requisition will be reversed in the first available billing cycle. When the cancellation involves diverting materiel back to stock, the billing will be reversed upon receipt of the materiel. Any charges related to the cancellation, such as contract termination costs, will be billed by noninterfund procedures.

L. RETENTION OF BILLING RECORDS

1. Records supporting MAP or FMS billings will be maintained for 2 years and others for 1 year after the billing month.

2. Adjustment processing activities will retain the necessary records for whatever time period required to enable them to process adjustments when the request or discrepancy report leading to the adjustment is received within allowable timeframes.

M. ROUTING AND RETENTION OF INTERFUND BILLS BY THE DAASO

1. All sellers are encouraged to forward their interfund bills to the DAASO for routing to the billed office.

2. Interfund billings to be routed by DAASO must be transmitted to DAASO with a Content Indicator Code of "IFBB". The DAASO "Route to" COMM RI code must be "RUEOZZA". Billing offices will not forward copies of bills to DAASO for routing if the office to receive the copy differs from the actual billed office.

3. An interfund bill message may consist of a summary billing record (DI code FS_) and one or more detail billing records but shall not contain more than 495 records (DI codes FS_, FL_, FA_, etc.) on the message. With the header and trailer records, messages will consist of no more than 497 records.

4. DAASO will edit each interfund bill to ensure that:

a. The record count shown in pos. 5-7 of the summary billing record equals the actual count of the supporting billing records.

b. The bill-to address shown in pos. 30-35 of the summary billing record is a valid DoDAAC.

c. The amount show in pos. 65-73 of the summary billing record equals the sum of the amounts shown in pos. 65-73 of the supporting billing records.

5. DAASO will reject interfund bills which fail any of the edits. Rejected interfund bills will be returned to the originating communications center with a narrative description indicating the reason for rejection. Billing offices must correct the rejected bills and resubmit them to DAASO. Both corrected bills and billing office interfund reports, when appropriate, will be forwarded to the offices involved.

6. Upon successful completion of the edits, DAASO will route interfund bills by an appropriate means (AUTODIN, mail, message, etc.) to the billed office. A narrative header record "For Accounting and Finance Officer" will be included with each interfund bill.

7. The DAASO will retain, in their files, interfund bills routed by them for 1 year[2]. Chapter 4 prescribes procedures for obtaining copies from DAASO.

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[2]The 1 year retention of DoD interfund billings began with bills dated October 1984. A full year of GSA bills is currently available.

CHAPTER 3

PROCESSING AND PAYMENT OF BILLS

A. PAYMENT OF NONINTERFUND BILLS

1. Bills are due upon receipt and shall be paid promptly; that is, within 30 calendar days of the bill date.

2. When both the appropriations to be reimbursed and disbursed are within the DoD, bills may be paid either by check or through cross disbursing (no check) procedures. Payments involving appropriations outside the DoD will be by check.

3. All payments will include either:

   a. the identification (bill or statement no.) of the bill, or
   b. a copy of the bill.

B. PROCESSING INTERFUND BILLS

Interfund bills are notices of disbursement of billed office funds by the billing office. Accordingly, billed offices will take prompt action to suspend, correct, or accept the disbursement. These actions will be accomplished as prescribed in the appropriate Service or Agency interfund reporting and clearance procedure.

C. ADJUSTMENTS

1. Billed offices will review all charges to ensure that items billed were ordered and that obligations are adjusted when appropriate. All requests for adjustments of billings will be prepared in accordance with chapter 4.

2. Billing or other discrepancies that do not meet the criteria for requesting adjustment, described in chapter 4, shall be recorded as obligations, funds disbursed, and expenses.

CHAPTER 4

ADJUSTMENT PROCEDURES

A. REQUESTING ADJUSTMENTS

1. Submission.

a. All requests for adjustments will be forwarded to the billing office with the following exceptions:

(1) Requests for copies of interfund bills will be forwarded to the DAASO if the DAASO record retention period has not expired. See section G for additional information.

(2) Requests for adjustments of GSA billings, other than subparagraph (1) above, will be forwarded to the GSA central processing office (RI code "GSA"). For adjustment purposes, this office is considered a "billing office". Although all requests are to be forwarded via AUTODIN, correspondence, when necessary, may be mailed to:

GSA Discrepancy Reports Center (6FRB)
1500 East Bannister Road
Kansas City, Missouri 64131- 3087

b. All requests for adjustments, including those related to FMS and reported to ILCOs under FMS ROD procedures (references (n) and (o)) will be forwarded to the billing office in the format prescribed for the billing advice code appropriate to the request. The formats are prescribed in the C series appendices.

c. All requests for adjustments will be submitted within 30 calendar days of billing. Exceptions to this requirement, where appropriate, are noted in other sections of this chapter. Initial requests for adjustment received after the record retention period for billing records will be denied.

2. Minimum Value.

a. No request for adjustment will be submitted for billing errors if the amount of the adjustment is:

(1) $ 25 or less and the billing office is GSA.

(2) Less than $100 and the billing is for FMS[1].

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[1]The Military Departments may automatically grant the adjustment and charge or credit the administrative surcharge fund if the request cannot be rejected per the general conditions of the DD Form 1513, U.S. Department of Defense Offer and Acceptance.

(3) Less than $100 and the billing is for a subsistence item.

(4) Less than $250 and subparagraphs (1)-(3) do not apply.

b. There is no minimum value for:

(1) Requesting a corrected bill when the bill received is incomplete (BAC "19"),

(2) Requesting status of required billing (BAC "34"),

(3) Requesting a copy of a bill (BAC "41"),

(4) Requesting noninterfund billing when the billing cannot be processed under interfund procedures (BAC "51").

B. CANCELLING OR AMENDING REQUESTS FOR ADJUSTMENT

1. Submitting offices will cancel requests for adjustments whenever the request is invalid or inappropriate and the billing office has not responded to the request.

2. If the billing office has responded to an invalid or inappropriate request with a billing status code in the "A", "D", or "E" series no further action is required. Submitting offices will forward a cancellation request (DI code FAC or FJC) to the billing office if a billing office response ("C" series BSC), considering the advice code forwarded, indicates that an adjustment is in process.

3. Requests for adjustments may be amended by cancelling the original request and submitting a new request.

C. FOLLOW UP ON UNANSWERED REQUESTS FOR ADJUSTMENT OR MRP CREDIT

1. Additional followup to DAASO for copies of interfund bills, if needed, will be by letter, message, or telephone (AUTOVON 986-6395). Followup to DAASO may begin 7 calendar days after the request is submitted.

2. Except for followups described in paragraph 1, offices submitting adjustment requests will followup on requests for adjustments remaining unanswered for more than 45 calendar days after submission. The followup will be forwarded in the same manner as the initial request and in the DI code FAF or FJF format appropriate for the advice code. If the request for adjustment remains unanswered for more than 30 calendar days after followup, submitting offices will forward a second and final followup by letter or message to the billing office. In addition to providing the billing office with the information required to process the request, the final followup will also identify the dates of initial and followup request.

3. Offices designated to receive MRP credit will follow up on the credit when the credit has not been received and more than 60 calendar days have elapsed since the materiel receipt status (DI code FTZ), citing a credit status, is received. Followup (the initial request) will be in the DI code FTP record format. A second DI code FTP record will be submitted if a reply or credit is not received within 60 calendar days of the initial request.

4. Follow the procedures prescribed for noncompliance (chapter 1) when:

a. Requests for adjustments or MRP credits remain unanswered for more than 30 calendar days after the second followup and

b. No interim response is received within 30 calendar days, and

c. If, an interim response was received, the date promised has passed.

D. PROCESSING ADJUSTMENTS AND REQUESTS FOR ADJUSTMENT OR MRP CREDIT

1. Adjustments, when warranted, will be at the price originally billed.

2. Billing offices will respond to all requests for adjustment within 30 calendar days of the date the request is submitted, via AUTODIN in the DI code FAR or FJR format.

3. Billing offices will respond to all first followup requests for adjustment within 21 calendar days of the date the request is submitted and respond, via AUTODIN, in the DI code FAS or FJS format.

4. Billing offices will respond to second followup requests for adjustments and MRP credit by letter or message within 14 calendar days of receipt. If the request cannot be answered within the 14 days, the billing office will send an interim response by letter or message. The interim response will indicate the date, not to exceed 30 calendar days, a response will be forwarded by letter or message.

5. All responses to adjustment requests will be forwarded to the office designated by the recipient of billing status code. Adjustments will be forwarded to the office originally billed.

6. Billing offices will respond to initial requests and first followup for MRP credit in the DI code FTB format. Responses will be forwarded, via AUTODIN, to the office designated by the materiel receipt status (DI code FTZ).

E. INCOMPLETE BILL PROCEDURES

1. An incomplete bill is one in which the bill, either interfund (DI code FS_ record) or noninterfund (SF 1080 or equivalent), is not fully supported by detail billing records or information.

2. Since the DAASO will not pass incomplete interfund bills to billed offices, a copy of the "incomplete" interfund bill will first be requested from the DAASO. If DAASO is unable to provide the copy, a request citing BAC "19" will be forwarded to the billing office.

3. In addition to responding to the request, whenever the bill referred to is on file, billing offices will always provide a fully supported copy or corrected bill to the billed office.

F. BILLING STATUS PROCEDURES

1. When requisitioned materiel is received, intended billed offices must seek the status of the billing. This is consistent with the concepts underlying DoD accounting theory and practice as prescribed in chapter 11 of the DoD Accounting Manual (reference (i)). If materiel was not requisitioned, or if requisitioned materiel was not received, MILSBILLS procedures do not apply. Contact the local supply or requisitioning office for appropriate procedures.

2. At least 60 calendar days must have elapsed after receiving the materiel before requesting the status of the bill.

3. When the request for billing status involves fuels and is forwarded to the DFSC (RI code S9F) the request will be mailed and will identify the supply source. If the supply source is a DFSP, provide the DODAAC of the DFSP. If the supply source is a contractor, including contractor into-plane, provide the contract number.

4. Except for billings awaiting evidence of shipment or receipt, billing offices will not generate bills based solely upon a request for billing status.

5. DoD policy (chapter 41 of reference (i)) has allowances for writing off unbilled liabilities and deobligating the related obligation when an invoice has not been received within 180 days from the date of acceptable final performance and there is documentation on file that at least two written requests for an invoice have been made. Refer to the reference for other conditions which must be met, such as establishing a reserve for late bills.

G. BILL COPY PROCEDURES

1. Requests for copies of interfund bills will be forwarded to the DAASO if the DAASO record retention period has not expired. The

request will be forwarded, via AUTODIN, in the DI code QB1 format, by mail or message. When forwarded via AUTODIN, the record will be sent to COMM RI "RUEOZZA"; when mailed it will be addressed to:

Defense Automatic Addressing System Office
ATTN: DAAS-VL
Gentile Air Force Station
Dayton, OH 45444- 5320

2. DAASO will retransmit a copy of all interfund bills wherein the billing office DODAAC, bill number, and year within decade and month of credit matches the same information on the request.

3. DAASO will send a service message to the originator when DAASO is unable to retransmit a requested bill.

4. If the DAASO responds that it has no record of the bill, the originator will review the request for correctness. If the request (DI code QB1) is found to have been incorrect, the originator will forward a corrected request to the DAASO. Otherwise, the originator will forward a request, in the DI code FAE or FJE format prescribed for BAC "41", to the billing office.

5. Requests for copies of noninterfund bills will always be forwarded to the billing office, via AUTODIN when available, in the DI code FAE or FJE format prescribed for BAC "41".

6. Billing offices failing to respond to requests for copies of interfund bills, when such requests are received within the record retention period, will be directed by their Service or Agency headquarters to reverse the billing. Billed offices will absorb all charges, in the manner prescribed by their Service or Agency, when the record retention period has elapsed and they have failed to obtain copies of bills.

7. Billing offices will not provide detail billing records using EAM cards to DoD Components in support of a noninterfund billing or in response to a request for a copy of an interfund bill. Non-DoD Components desiring detail billing records using EAM cards will mail the request, along with the necessary explanation, to the billing office. Billing offices will honor all such requests.

H. REQUEST REBILLING UNDER NONINTERFUND PROCEDURES

1. When a billed office is unable to process a billing record under interfund procedures, the billed office may have the item or items billed under noninterfund procedures by forwarding a request for billing adjustment citing BAC "51".

2. Use of this billing advice code is an admission by the billed office that the requisition was incorrectly coded. Refer to the

section on billing errors if the requisition was improperly billed under interfund procedures.

3. Requests citing BAC "51" may be submitted only when the funds involved may not be disbursed under interfund procedures. All such requests, submitted in accordance with procedures prescribed in this chapter, will be honored by the billing office.

I. ADJUSTMENTS FOR DISCREPANCY REPORTS

1. Discrepancy reports will be submitted, reviewed, processed, validated, and responded to in accordance with procedures prescribed for the discrepancy:

a. Transportation Discrepancy in Shipments (reference (p)).
b. Item and Packaging Discrepancy (reference (q)).
c. Discrepancy Reports Against FMS Shipments (reference (o)).
d. Quality Deficiency Across Component Lines (reference (r)).

2. Financial adjustments related to discrepancy reports will be processed in accordance with this manual.

3. [illegible]ing offices will process financial adjustments when the discrepancy report is validated and all of the following MILSBILLS or GSA criteria are met:

a. The discrepancy was not resolved otherwise; e.g., the vendor does not replace deficient materiel for a validated QDR.

b. The materiel was billed previously.

c. The materiel is received by the depot in those cases where the ROD reply requires the return.

d. The DISREP or QDR exceeds $25 per line (DBR) or the ROD exceeds $50 per line (DBR) for discrepancies involving GSA shipments. This GSA policy applies only to GSA shipments. There are no dollar value limitations for discrepancies involving DoD shipments.

e. The discrepancy report for a GSA shipment is received by GSA, except when extenuating circumstances or high dollar value warrants special consideration, within the following timeframes:

(1) Within 1 year of the date of shipment for quality deficiencies (QDR's) except:

(a) For items under warranty which must be received within the time limits prescribed in the individual warranty.

(b) For shelf-life items which must be received prior to the expiration of the shelf-life period and within 1 year of the date of shipment.

(2) Within 180 calendar days of the date of shipment for other than quality deficiencies except:

(a) For shipments to MAP consignees which must be received within 18 months of the date of shipment.

(b) For shipments to consignees located in the CONUS, Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island which must be received within 120 days of the date of shipment.

4. When a reply to a discrepancy report improperly commits the billing office to providing an adjustment; e.g., shipment was never billed, the billing office will ask the replying office to correct the reply to the discrepancy report.

5. Requests for adjustments related to DISREPs (BAC "21") will not be submitted unless the adjustment is not received and more than 60 calendar days have elapsed since the report was filed.

6. Requests related to QDRs (BAC "24") and RODs (BAC "26") will not be submitted until a minimum of 60 calendar days have elapsed since receiving notification that the discrepancy is validated; that is, that an adjustment is approved. When the adjustment is contingent upon the return of materiel, the request will not be submitted until a minimum of 60 calendar days have elapsed since shipping the materiel.

J. ADJUSTMENTS FOR BILLING ERRORS

1. The following adjustments are considered billing errors and will not be accepted for processing if the minimum value criterion for requesting adjustments is not met:

a. Duplicates
b. Wrong amount billed
c. Wrong office billed
d. Improper bill
e. Promised adjustment not received
f. Other problems

2. Duplicates

a. A duplicate billing record is a second or subsequent billing record for a single shipment or adjustment. If the second or subsequent billing resulted from a second or subsequent shipment, MILSBILLS adjustment procedures do not apply; see instead discrepancy report procedures for duplicate shipments (references (o) and (q)).

b. To obtain adjustments for duplicate billing records, not

previously adjusted by the billing office, submit a separate request (DI code FAE or FJE) for each duplicated billing record in the format prescribed for BAC "11".

c. A duplicate bill (BAC to be developed) is a bill, either interfund or noninterfund (SF 1080 or equivalent), wherein the bill is supported entirely by duplicate billing records. In the case of interfund bills, the bill is also included on the billing office's interfund report.

3. Wrong Amount Billed

a. A wrong amount billed refers to a detail billing record in which the unit price, quantity, or price extension is erroneous. The error may be in either direction and will be reported in the DI code FAE or FJE format prescribed for BAC "12".

b. Do not request adjustment for wrong amount if:

(1) The unit price is the standard or catalog price and you are questioning the price. Follow price challenge procedures described in section J instead.

(2) The extension does not agree with the amount billed and a sales price condition code of "B" is indicated. In this case, the unit price shown on the billing record is the inventory carrying value, the standard unit price. The billing unit price, if needed, must be computed.

(3) The quantity billed equals the quantity ordered or shipped and a lessor quantity is received. Follow the appropriate discrepancy reporting procedure instead.

4. Wrong office billed

a. Request an adjustment for wrong office billed when the office billed does not agree with the coded requirements of the requisition and the coding indicates a valid billed office DODAAC; that is, one listed in the DODAAD (reference (e)), or when the billed office for adjustments differ from the office originally billed.

b. If the coded information on the billing record used to derive the billed office differs from the same information provided on the requisition, the request must be sent by letter or message and include this point as well as the information prescribed for requests citing BAC "13". If the billing was prepared in accordance with the requisition or modification received by the ICP or IMM, the request will be denied.

c. If the coded information used to derive the billing office

does not provide for a valid DODAAC and the billing office assigned the office as prescribed in chapter 2, adjustment will be denied.

d. When the billing office assigned the billed office as prescribed in chapter 2 and the office assigned is not the intended office, the billed office will transfer or otherwise process the bill in accordance with procedures prescribed by the Service or Agency. If the offices involved are not part of the same Service or Agency, the billed office will contact the intended billed office or requisitioner and make arrangements for transferring the bill. When satisfactory arrangements for transferring the bill cannot be made, the billed office will follow procedures in chapter 1 for unresolved problems.

5. Improper billing

a. For purposes of this section, an improper billing is one wherein a detail billing record is received:

(1) Charging for materiel requisitioned under nonreimbursable procedures,

(2) Charging improperly for accessorial costs,

(3) Billing for materiel when the materiel is not received and cancellation of the requisition by the ICP or IMM was confirmed,

(4) Billing for materiel when the materiel is not received and the ICP or IMM advised that the materiel was backordered,

(5) Following billing office reply that a billing could not be rendered, and

(6) Under interfund procedures when the coding of the requisition, in conjunction with MILSBILLS procedures, require billing under noninterfund procedures.

b. Nonreimbursable. Forward a request for adjustment in the format prescribed for BAC "14" when the coding of the requisition indicates that the materiel was requisitioned under nonreimbursable procedures and a billing was received.

c. Accessorial. A request for adjustment in the format prescribed for BAC "15" will be forwarded whenever accessorial costs are charged and the charges are not in accordance with chapter 2. Requests for adjustmens of below-the-line accessorial charges on FMS billings prepared by the SAAC will be processed in accordance with procedures prescribed in the FMS Financial manual (reference (n)).

d. Cancelled. When a billing for materiel is received on a requisition which was confirmed cancelled by the ICP or IMM and the

materiel is not received, a request for adjustment in the format prescribed for BAC "17" will be forwarded to the billing office. When the materiel was received or if the requisition was not confirmed cancelled by the ICP or IMM, MILSBILLS procedures do not apply. Follow instead procedures prescribed for reporting RODs. Although annotations on a shipping document, in conjunction with other factors, may support a discrepancy report, they do not support an adjustment for improper billing. A validated discrepancy report is needed.

e. Backordered. A request for adjustment in the format prescribed for BAC "18" will be forwarded to the billing office whenever a billing is received on a requisition which was backordered and the ICP or IMM has provided MILSTRIP (reference (s)) status, after receipt of the billing, confirming that the materiel is still backordered. Do not submit requests citing BAC "18" prior to obtaining this status.

f. Billing cannot be rendered. Billed offices will request adjustments in the format prescribed for BAC "20" whenever the billing office issues a bill after advising, in a response to a request for billing status (BSCs DC and DF), that a bill could not be rendered.

g. Improper interfund. Whenever billing offices bill under interfund procedures and MILSBILLS procedures do not prescribe billing under interfund procedures, billed offices will forward requests for adjustment in the format prescribed for BAC "52". When MILSBILLS procedures prescribed billing under interfund procedures, billing offices will deny these requests. If the requisition was coded incorrectly and the interfund billing cannot be processed, refer to procedures for requesting rebilling under noninterfund procedures.

6. Promised adjustment not received. A request for adjustment citing BAC "23" will be prepared when a billing or adjustment is not received and more than 30 calendar days have elapsed since receiving a reply (DI code FAR or FJR) to a request for adjustment promising the billing or adjustment. If the adjustment promised relates to a discrepancy report, refer to the section on adjustments for discrepancy reports.

7. Other billing problems. Billed offices or others will request adjustments for problems not covered by this section or sections E, F, H, or J by forwarding a letter (or message) of explanation along with the information prescribed for BAC "55". Billing offices will respond, via AUTODIN, in the DI code FAR or FJR format. If required, or deemed appropriate, the billing office will also respond by letter or message.

K. ADJUSTMENTS FOR CHANGE NOTICES

1. If an order is placed with or through a stock fund, an undelivered order (obligation) should be recorded when the order is placed.

Nonstock numbered items should be recorded as an undelivered order when the order is accepted. An adjustment to the undelivered order should be processed when a change notice affecting price, quantity, or an acceptable substitution of a like item is received from the stock fund. Refer to chapter 25 of DoD 7220.9-M (reference (i)) for more specific information on the above requirements.

2. If a stock fund customer does not receive a change notice or does not receive it in time to cancel or modify the order and additional funds are required, the materiel may be refused or returned to the stock fund and an adjustment requested. Adjustments for this reason will be forwarded by mail and must be signed by the activity accounting officer. The request will state essentially the following:

> "As a result of a price change, quantity change, or authorized substitution, the value of the materiel received exceeds amounts obligated and all available obligation authority. Request credit for the indicated quantity and items delivered under the following requisition document and suffix number. In addition, provide us with the return instructions for the materiel."

3. The billing office will honor all such requests and provide adjustment, without regard to dollar value, after the materiel is returned.

4. The billing office will contact the item manager (requisition processing office) to arrange for the return.

L. CREDITS FOR EXCESS REPORTS (MATERIEL RETURNS PROGRAM)

1. Materiel returns program (MRP) procedures are prescribed by MILSTRIP (reference (s)).

2. Billing offices will process credits for excess reports during the first billing cycle after receiving notification that materiel, authorized for return under creditable procedures, has been received in a condition warranting credit. The credit will be processed in the DI code FD_ format.

3. MRP credits will be processed at the standard price in effect at the time of receipt or at a reduced price if, in the opinion of the IMM, the condition warrants such reduction.

M. DISPUTED RESPONSES TO REQUESTS FOR ADJUSTMENT

Billing and billed offices are expected to resolve their differences regarding adjustment requests. However, when a billed office does not agree with a billing office's response and the billed office considers the amounts involved significant, the billed office may consider the dispute an unresolved problem and follow the procedures prescribed in chapter 1.

CHAPTER 5

INTERFUND BILLING SYSTEM PROCEDURES

A. POLICY

1. General. The interfund billing system and policies governing its use are prescribed in DoDI 7420.12 (reference (h)). Except for the exclusions shown below, it is DoD policy that DoD customers shall authorize suppliers to use the interfund billing system to reimburse themselves for materiel.

2. Exclusions

a. The interfund billing system is not mandatory for use when the funds involved are Military Assistance Grant Aid or where only limited sales occur between DoD Activities.

b. The interfund billing system may not be used to bill non-DoD customers (e.g., state or local governments, private contractors, individuals, or nonappropriated fund instrumentalities) or major end items such as complete aircraft, ships, tanks, space vehicles, and missiles.

c. Except for the GSA, non-DoD suppliers may not use the interfund billing system to bill DoD customers.

B. PRINCIPLES OF THE INTERFUND BILLING SYSTEM

1. The interfund billing system allows suppliers to reimburse themselves, from appropriations designated by the customer, at the time of billing. The supplier forwards an automated billing to the billed office and reports, to the Treasury, a reimbursement of the supplying funds, with an offsetting charge to the customer's fund.

2. Interfund bills, therefore, are both "bills" and notices to the customer that its funds have been charged and the "bill" paid.

3. Billed offices will, upon receipt of the "bill", either accept and record the charge or, when the charge is questionable or erroneous, suspend the charge. Charges will be suspended by transferring the questionable or erroneous portion to the interfund clearing account (treasury account symbol F3885). When the charge is acceptable but the account disbursed by the billing office is not, the billed office will accept and record the charge to the proper account. The billed office will also follow procedures prescribed by its disbursing officer to correct the account reported to Treasury.

4. Only the billing office is authorized to adjust or otherwise reverse reimbursements reported by the billing office.

C. PREPARATION OF INTERFUND BILLS

Interfund bills will be prepared in accordance with procedures prescribed in chapter 2.

D. INTERFUND REPORTS

1. Billing office reports. Billing offices will report interfund reimbursements in accordance with procedures prescribed by their Service or Agency.

2. Billed office reports. Billed offices will report; that is, correct or otherwise clear, interfund disbursements charged to their office in accordance with procedures prescribed by their Service or Agency.

3. Departmental level reports. Central accounts offices will consolidate billed and billing office reports and include any needed adjustments in a departmental level "Statement of Interfund Transactions" and related reports as prescribed in this chapter.

E. STATEMENT OF INTERFUND TRANSACTIONS

1. Purpose and Reports Control Symbol. This section prescribes a monthly report on interfund transactions. The Statement of Interfund Transactions provides the OSD with a summarized classification of receipts and outlays processed under the interfund billing system. These reporting requirements are assigned the reports control symbol of DD-Comp(M) 1655.

2. Applicability and Scope. The provisions of this section apply to all DoD Components and to their disbursing officers, as well as to the Department of the Navy associate disbursing officers (referred to collectively as "disbursing officers"). It establishes the requirements and procedures for the preparation and submission of reports on interfund transactions.

3. Report Form. The Statement of Interfund Transactions must be submitted to the ASD(C) on DD Form 1400, Statement of Interfund Transactions (figure 5-1), or DD Form 1400m, Statement of Interfund Transactions (figure 5-2). The DD Form 1400 is designed for preparation by use of a typewriter and the DD Form 1400m is designed for preparation by use of automatic data processing equipment. Minor deviations in the format of the DD Form 1400m are permitted if approved in advance by the ODASD(MS). The Statement of Interfund Transactions may be submitted in tape format prescribed for the Statement of Transactions by the DoD Accounting Manual (reference (i)), if the reporting DoD Component has been formally notified by the ASD(C) that machine sensible data will suffice. The GSA will submit a Statement of Intra-Governmental Transactions (figure 5-3).

4. Frequency and Distribution. The Statement of Interfund Transactions must be submitted to the ASD(C) as promptly as possible,

STATEMENT OF INTER-FUND TRANSACTIONS

1. SERVICE AND STATION/AGENCY NUMBER	2. ACCOUNTING PERIOD
U.S. Army/ 2100	January 1985

3. NAME AND ADDRESS OF INSTALLATION
U.S. Army Finance and Accounting Center/ FINCO-C
Indianapolis, In 46249

APPROPRIATION OR FUND SYMBOL				REIMBURSEMENTS (Credits)	EXPENDITURES (Charges)
DEPT	FISCAL YEAR	SYMBOL	SUB OR LIMIT		
17	5	1105			1,432,685.22
17	5	1405			16,467.12
17	x	4911			4,986,453.66
21	5	2020			45,674,284.77
21	4	2031			3,165.93
21	5	2031			79,684.55
21	4	2060			7,800.00CR
21	5	2060			83,268.34
21	x	4991		79,459,924.55	
21	x	4991			68,276,964.42
57	5	3010			59,216.89
57	5	3080			456,387.66
57	x	4921			39,856,045.21
97	5	0100			13,487,259.40
97	5	0400			259,163.80
97	x	4961		95,203,322.42	
TOTALS				174,[illegible],246.97	174,563,246.97

DATE: February 20, 1985

SIGNATURE AND TITLE: [illegible], Accounting Officer

DD FORM 1400

Figure 5-1. DD Form 1400, Statement of Interfund Transactions

STATEMENT OF INTER-FUND TRANSACTIONS — REPORT CONTROL SYMBOL OSD-7110

1. SERVICE AND STATION/AGENCY NUMBER	2. ACCOUNTING PERIOD
U.S. Army / 2100	January 1985

3. NAME AND ADDRESS OF INSTALLATION
U.S. Army Finance and Accounting Center/ FINCO-C
Indianapolis, In 46249

APPROPRIATION OR FUND SYMBOL				REIMBURSEMENTS (Credits)	EXPENDITURES (Charges)
DEPT	FISCAL YEAR	SYMBOL	SUB OR LIMIT		
17	5	1105			1 432 685 72
17	5	1405			16 467 12
17	x	4911			4 986 453 66
21	5	2020			45 674 284 77
21	4	2031			3 165 93
21	5	2031			79 684 55
21	4	2060			7 800 00CR
21	5	2060			83 268 34
21	x	4991		79 459 924 55	
21	x	4991			68 276 964 42
57	5	3010			59 216 89
57	5	3080			456 387 66
57	x	4921			39 856 045 21
97	5	0100			13 487 259 40
97	5	0400			259 163 80
97	x	4961		95 203 322 42	
TOTALS				174 663 246 97	174 663 246 97

DATE	SIGNATURE AND TITLE
February 20, 1985	John Q. Doe, Accounting Officer

DD FORM 1400m, 1 OCT 62

Figure 5-2. DD Form 1400m, Statement of Interfund Transactions

(will be included at a later date)

Figure 5-3. Statement of Intra-Governmental Transactions

but in any event, it must be delivered no later than the close of business on the eighth workday of the month immediately following the close of the reporting month.

5. Adjustments. In preparing the Statement of Interfund Transactions, central accounts offices or offices designated by the Army, Navy, Air Force, and the GSA will convert the fiscal year of lapsed accounts reported on billing and billed office interfund reports to the "M" account and invalid account symbols to the clearing account "F3885" - "Undistributed Intragovernmental Payments".

6. Other Reporting Requirements.

a. Each Military Department (and the GSA for its equivalent report) must furnish an "extract" of the Statement of Interfund Transactions to each DoD Component and other Agencies for which it collects or disburses showing the transactions for that Component or Agency. DoD Components may be identified by the suffix/limit code on department "97" appropriations.

b. Extracts of the Statement of Interfund Transactions (and the GSA equivalent) which are forwarded to the DoD central accounts offices will be supported by summary billing records (DI code FS_). The summary billing records will be forwarded to the appropriate central accounts office via AUTODIN under precedence "priority" and will cite a content indicator code of "IFBA" on the AUTODIN header record. The GSA will provide magnetic tapes of the SBRs to DAASO which will route the SBRs to appropriate CAO via AUTODIN. The following communications routing identifier codes will be used:

CAO	Content Indicator Code
USAFAC	RUFEDCD
AFAFC	RUVEGAA
NAFC	RUEOBAW

c. A Statement of Interfund Transactions summarizing the transactions by appropriation for each Defense Agency must be provided to the Director for Budget and Finance, Washington Headquarters Services, Washington, D.C. 20301- 0001.

d. The reports should be submitted as soon as possible but no later than two workdays after the Statement of Interfund Transactions is submitted to ASD(C). The worksheet, if required, will be forwarded as soon as possible but no later than two workdays after forwarding the extract. These reports must be in hard copy unless the recipient has agreed to accept the report in some other form. For example, the data needs of the Military Departments for the extract could be met by an exchange of tapes referred to in section E, if mutually agreeable.

7. Hard Copy Report Preparation

a. General

(1) Each DD Form 1400 or 1400m must be completed with the heading information required.

(2) If more than one sheet is used to report the amounts of transactions, the grand total for each column must be shown on the last page of the statement. Page totals are optional.

(3) Each hard copy statement must be signed by the officer under whose direction it was prepared.

(4) Negative amounts must be identified by the suffix "Cr".

b. Columnar Entries

(1) Appropriation or Fund Symbol. Enter the department index number assigned by the Treasury Department as a prefix to that department's appropriation symbols, fiscal year or other appropriate indicator (e.g. "F" if clearing account, "X" if no year, and etc.), treasury account symbol of the appropriation, other fund, or receipt account for which the amounts of the transactions are being reported. Include any prefix or suffix prescribed by the Treasury Department on the Classification Authorization (TFS Form 7102 or 7103). No other suffix or prefix may be shown.

(2) Reimbursements (Credits). Enter the amounts of appropriation reimbursements collected applicable to each related appropriation or other fund account.

(3) Expenditures (Charges). Enter the amounts of disbursements chargeable to each appropriation or other fund symbol.

F. SERVICE OR AGENCY LEVEL INTERFUND PROCEDURES

The Army, Navy, Air Force, and the GSA will prescribe procedures, consistent with those prescribed in this manual, for:

a. Reporting interfund reimbursements and disbursements originated by activities serviced by their disbursing offices and which will be included in their Statement of Interfund Transactions.

b. Adjusting, suspending, accepting or otherwise clearing interfund disbursements charged to activities serviced by their disbursing offices and whose adjustments will be included in their Statement of Interfund Transactions.

c. Ensuring that there are adequate controls over interfund

related transactions such that:

(1) Lapsed accounts are not reported to the Department of Treasury or other DoD Components.

(2) Invalid account symbols are converted to the clearing account, F3885- "Undistributed Intragovernmental Payments".

(3) Reimbursements/disbursements reported by billing offices and adjusted during higher level processing are supported or reconcilable.

(4) Disbursements charged to billed offices are processed by the billed office.

(5) Amounts placed in suspense; that is, charged to the clearing account (F3885), are transferred to another account or are otherwise cleared within a reasonable period. The clearing account was authorized to temporarily record erroneous collections; therefore, the reporting of the clearing account at fiscal year end is not authorized. Balances remaining in the clearing account at the end of the fiscal year will be prorated to the DoD Component's appropriations based upon estimates. These adjustments will be reversed and the clearing account restored as of the new fiscal year.

CHAPTER 6

LOGISTICS INFORMATION DATA SERVICES REPORTS

A. GENERAL

1. Logistics information data services reports for MILSBILLS (section 26 of the LIDS) are derived from MILSBILLS records routed by DAASO. These monthly reports are prescribed by the DAAS manual (reference (t)) and are furnished in microfiche form. MILSBILLS focal point representatives may request the MILSBILLS related reports in printed form.

2. LIDS reports for MILSBILLS are distributed to MILSBILLS focal point (and alternate) offices and others authorized by the DAAS manual to receive LIDS reports.

B. BILLING ADJUSTMENTS BY BILLING OFFICE

1. This report provides, for each billing office RI code, data related to billing adjustment requests and responses. With the exception of DI code QB1, all of the transactions included in the "C" series appendices processed by DAASO during the reporting month and year indicated are included.

2. The report comprises the following data:

a. BILLING RI CODE - to which other columnar data applies.

b. TOTAL REQUESTS - forwarded to the billing RI code.

c. NUMBER OF REQUESTS BY BILLING ADVICE CODE
   (1) 19/41 (number requests citing BAC 19 & 41).
   (2) 21/24/26 (number requests citing BAC 21, 24, & 26).
   (3) 34 (number requests citing BAC 34).
   (4) Other (number requests citing other BACs).

d. TOTAL REPLIES - from the billing RI code.

e. NUMBER OF REPLIES BY BILLING STATUS CODE
   (1) AH/DF (number replies citing BSC AH & DF)
   (2) CA/DH (number replies citing BSC CA & DH)
   (3) DD (number replies citing BSC DD)
   (4) EL/EM (number replies citing BSC EL & EM)
   (5) OT (number replies citing other BSCs)

f. A total is provided for each first position of the billing RI codes listed and a grand total is provided for the report.

C. INTERFUND BILLS BY BILLING OFFICE

This report provides for each billing office (BILLING RI CODE) the number of interfund bills (NO. BILLS), the number of detail billing records (NO. DETAILS) which support the bills, and the value ($ VALUE) of interfund bills processed by the DAASO during the report month. A page break and total (SUBTOT) for each service is provided as well as a total (TOTALS) for the report.

D. INTERFUND BILLS BY BILLED OFFICE

This report provides for each billed office (BILLED DODAAC) the number of interfund bills (NO. BILLS), the number of detail billing records (NO. DETAILS) which support the bills, and the value ($ VALUE) of interfund bills processed by the DAASO during the report month. A page break and total (SUBTOT) for each service is provided as well as a total (TOTALS) for the report.

E. INTERFUND BILLS REJECTED BY DAASO

This report identifies, in a summarizied form for each billing office, the reasons interfund bills were rejected by DAASO. Refer to chapter 2 for specific information related to the required DAASO edits. The following information is provided for each billing office (BILLING RI CODE):

a. $ VALUE OF SUMMARY NOT EQUAL TO DETAILS. The NUMBER and $ VALUE of summary billing records wherein the value of the SBR does not equate to the sum of the values of the supporting detail billing records.

b. POS. 5-7 NOT EQUAL TO DETAILS. The NUMBER and $ VALUE of summary billing records wherein the number of supporting detail billing records indicated on the summary billing record (pos. 5-7) does not equal the number of DBRs received.

c. POS. 30-35 NOT IN DODAAF. The NUMBER and $ VALUE of summary billing records wherein the billed DODAAC is invalid; that is, the DODAAC is not listed in the DODAAD (reference (e)).

d. TOTALS. The NUMBER and $ VALUE of interfund bills (SBRs) rejected; the sum of the three preceeding columns.

F. INTERFUND BILL RETRANSMISSION REQUESTS

1. This report provides information related to requests (DI code QBI) for copies of interfund bills submitted to the DAASO. The following information is provided for each DODAAC designated to receive (RECIPIENT DODAAC) copies of requested bills:

a. TOTAL REQUESTS. The number of requests received by the DAASO.

b. NO. RETRIEVED. The number retrieved and forwarded to the recipient DODAAC.

c. NO. UNMATCHED. The number of requests wherein the billing office DODAAC, bill number, and year of decade and month of billing on the request does not match the same information on an interfund bill in the DAASO files.

d. NO. REJECTED. The number of requests which contained insufficient information for processing.

2. Totals are provided for each Service and for the report.

APPENDIX A1

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Identifies all authorized MILSBILLS ("F" or "H" series DI codes and QB1) transactions. The "H" series, except for the first position of the DI code, are the same as the "F" series and are reserved for use during simulated mobilization exercises (see chapter 2).

DI CODE	APPENDICES	TITLE
FAC	C1 thru C18	Cancellation of Request for Adjustment of Non-Fuel Billing
FAE	C1 thru C18	Request for Adjustment of Non-Fuel Billing
FAF	C1 thru C18	Followup on Request for Adjustment of Non-Fuel Billing
FAR	C19	Reply to Request for Adjustment of Non-Fuel Billing
FAS	C19	Response to Followup on Request for Adjustment of Non-Fuel Billing
FA1	B1	Billing for Issue from Stock (Charge)
FA2	B1	Billing for Issue from Stock (Credit)
FB1	B2	Billing for Direct Delivery of Stocked Items (Charge)
FB2	B2	Billing for Direct Delivery of Stocked Items (Credit)
FC1	B3	Billing for Decentralized, Noncatalogued, and Non-stocked Items (Charge)
FC2	B3	Billing for Decentralized, Noncatalogued, and Non-stocked Items (Credit)
FD1	B4	Credit for Excess Materiel Return (Reversal)
FD2	B4	Credit for Excess Materiel Return (No Charge)

DI CODE	APPENDICES	TITLE
FE3	B5	Notice of Nonreimbursable Issue
FE4	B5	Notice of Nonreimbursable Issue (Reversal)
FF1	B6	Billing for DoD Dependent School Supplies (Charge)
FF2	B6	Billing for DoD Dependent School Supplies (Credit)
FG1	B7	GSA Self-Service Store and Customer Supply Center Billing (Charge)
FG2	B7	GSA Self-Service Store and Customer Supply Center Billing (Credit)
FJC	C20 thru C37	Cancellation of Request for Adjustment of Fuel Billing
FJE	C20 thru C37	Request for Adjustment of Fuel Billing
FJF	C20 thru C37	Followup on Request for Adjustment of Fuel Billing
FJR	C38	Reply to Request for Adjustment of Fuel Billing
FJS	C38	Reply to Followup on Request for Adjustment of Fuel Billing
FJ1	B8	Billing for Bulk Petroleum (Charge)
FJ2	B8	Billing for Bulk Petroleum (Credit)
FKA		Materiel Shipments and Charges[1]
FKB		Materiel Adjustments[1]
FKC		Administrative Charges[1]
FKD		Administrative Charge - Adjustments[1]
FKE		Accessorial Charges[1]
FKF		Accessorial Charge - Adjustments[1]

[1]See DoD 7290.3-M (reference(n)) for format and use.

DI CODE	APPENDICES	TITLE
FKH		Request for Billing Adjustments[1]
FK1		Federal Specifications - Charge[1]
FK2		Federal Specifications - Credit[1]
FL1	B9	Retail Loss Allowance - Credit Reversal
FL2	B9	Retail Loss Allowance - Credit
FN1	B10	Accessorial and Other Miscellaneous Billings (Charge)
FN2	B10	Accessorial and Other Miscellaneous Billings (Credit)
FP1	B11	Billing for Into-Plane Issues (Charge)
FP2	B11	Billing for Into-Plane Issues (Credit)
FQ1	B12	Billing for Transportation (Charge)
FQ2	B12	Billing for Transportation (Credit)
FR1	B13	Billing for Export Transportation (Charge)
FR2	B13	Billing for Export Transportation (Credit)
FS1	B14	Summary Billing Record (Net Charge)
FS2	B14	Summary Billing Record (Net Credit)
FTA		Automatic Return Shipment Status[2]
FTB	C39	Reply to Followup for Material Returns Program Credit
FTC		Cancellation[2]
FTD		Disposition Instructions[2]
FTE		Excess Report[2]
FTF		Followup for Reply to Excess Report[2]

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[1]See DoD 7290.3-M (reference(n)) for format and use.

[2]See DoD 4140.17-M (reference(s)) for format and use.

DI CODE	APPENDICES	TITLE
FTM		Materiel Returns Program Shipment[2] Status
FTP	C40	Followup for Materiel Returns Program Credit
FTQ		DAAS Excess Report Informative[2] Status
FTR		Reply to Excess Report[2]
FTT		Followup for Receipt Acknowledgement[2]
FTZ		ICP/IMM Materiel Receipt Status[2]
FT6		ICP/IMM Followup Under Materiel Returns Program[2]
FU1	B15	Progress Payment Billing (Charge)
FU2	B15	Progress Payment Billing (Recoupment)
FV1	B16	Billing for Summarized FF&V Issues (Charge)[3]
FV2	B16	Billing for Summarized FF&V Issues (Credit)[3]
FW1	B17	Cash Discounts (Charge)
FW2	B17	Cash Discounts (Credit)
FX1	B18	Trade, Quantity and other allowances (Charge)
FX2	B18	Trade, Quantity and other allowances (Credit)
QB1	C41	Request for Retransmission of Interfund Bill

[2]Reference DoD 4140.17-M (reference(s)) for format and use.

[3]Currently use is limited to DLA billings to Air Force.

APPENDIX A2

FUND CODE

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alpha or Numeric

EXPLANATION: 1. When interfund billing is indicated, the fund code designates the fund account to be charged (disbursed) or credited (refunded). The fund code to fund account conversion is prescribed in the Fund Code Supplement (reference (b))) to this manual. In addition, fund codes, in conjunction with the Service/Agency code of the billed DoDAAC and the signal code, may designate the noninterfund billing method is required.

2. An additional use for the fund code, when the signal code is "C" or "L", is to indicate, in conjunction with Service/Agency code of the requisitioner's DoDAAC, the DoDAAC of the "bill-to" office. The fund code to billed office DoDAAC conversion is prescribed in the Fund Code Supplement.

3. Requisitions submitted to DoD Components and the GSA will always contain a fund code, unless the materiel requested has been offered without reimbursement, in which case the signal code will be "D" or "M" (free issue) and the fund code will have no meaning to the requisition processing point.

APPENDIX A3

BILLING ADVICE CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Numeric

EXPLANATION: Billing advice codes are used in requests for billing adjustment to identify the nature of the request or problem. The first-position entry, when present, is significant only to the requesting activity. The second and third position entries listed below convey significant information to the billing office. See chapter 4 for information on the use of billing advice codes.

Code	Description
11	Duplicate billing record received.
12	Wrong amount billed.
13	Wrong office billed.
14	Bill received for materiel requisitioned as nonreimbursable.
15	Bill received for unauthorized accessorial charge.
17	Bill received for confirmed cancelled requisition.
18	Bill received for backordered materiel.
19	Incomplete Bill: Detail billing records do not support the amount billed.
20	Bill received following billing office reply that an adjustment billing could not be rendered.
21[1]	DISREP (SF 361) submitted over 60 days ago and adjustment bill not received.
23	Promised adjustment not received.
24	Reply to Quality Deficiency Report (SF 368) promised adjustment; however, adjustment billing not received.

[1]This advice code applies only to DISREPs forwarded to DLA and GSA.

Code	Description
26	Reply to Report of Discrepancy (SF 364) indicated adjustment authorized; however, adjustment billing not received.
34	Requisitioned materiel received. Request billing status.
41	Request copy of billing.
51	Unable to process billing under interfund procedures.
52	Billed by interfund when requisition or other document specified noninterfund billing.
55	Refer to accompanying letter of explanation.
90-99	Reserved for internal use. May not be reflected on any document forwarded outside the office.

APPENDIX A4

BILLING STATUS CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alphabetic

EXPLANATION: Billing status codes are used in replies to requests for billing adjustment, duplicate billing, or billing status. The first-position entry when present, is significant only to the billing office. The second and third position entries listed below convey significant information to the billed office.

Code	Description
	"A" SERIES: REQUEST DENIED
AA	Duplicate billing record resulted from receipt of duplicate requisition and resulting duplicate issue.
AB	Billing record reflected correct unit price, quantity, and extended amount.
AC	Billing record was prepared in accordance with requisition, excess report, or request for adjustment.
AD	Either nonreimbursable issue was not authorized or if authorized was not specified in the requisition.
AE	Accessorial charge was authorized, requested and furnished.
AF	Materiel either was not back-ordered or was issued following notification of back-order.
AG	Requested adjustment is less than the minimum dollar limit prescribed for adjustment.
AH	Prescribed record retention period has elapsed.
AI	Adjustment was issued under bill number shown in pos. 54-58.
AJ	Requisition or excess report did not specify billing under noninterfund procedures.
AK	Copy of bill should be requested from the DAASO.

Code	Description
AO[1]	Adjustment request was not received within allowable timeframe.
AP	Cancellation request either was not received or was received but not confirmed.
AR	Reply to discrepancy report did not promise adjustment.
AS	Reply was not furnished indicating that billing could not be rendered.
	"C" SERIES: REQUEST GRANTED
CA	Duplicate, adjustment, or corrected bill will be issued in the next billing cycle.
	"D" SERIES: ADVISORY RESPONSE
DC	Materiel was issued on a nonreimbursable basis.
DD	Billing or adjustment was rendered under bill number shown in pos. 54-58.
DF	No record of cited document number or bill number is on file.
DH	Billing or adjustment under the cited document number will be furnished in the next billing cycle.
DI	Letter of explanation will follow.
	"E" SERIES: REQUEST REJECTED
EA	Request is incomplete or contains invalid data; review and resubmit with correct data.
EF	No record of duplicate billing under bill number cited in pos. 54-58.

[1]The fact that the record retention period has elasped by the time the discrepancy report is validated or the adjustment request is completed may not be used as a basis for denying or failing to comply with the adjustment request if the request was submitted within prescribed timeframes.

Code	Description
EI	No record of requisition or shipment, submit[2] a copy of the DD Form 1348-1 or equivalent.
EL	No record of a reply to a discrepancy report (ROD or QDR) authorizing adjustment; resubmit request with copy of reply.
EM	No record of DISREP (SF 361) is on file; resubmit request with copy of report.

[2]For fuel shipments provide the following information by letter or message: Supply source for product received, contract number for direct deliveries, and if shipped by a DFSP, the DoDAAC of the DFSP.

APPENDIX A5

TYPE OF BILL CODE

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphabetic

EXPLANATION: Type of bill codes are provided, at the option of the billing office, on the detail billing records to indicate to the billed office the purpose of the billing.

Code	Descripton
AA	Bill for materiel issued, quantity billed is equal to quantity requisitioned.
AB	Bill for materiel issued, quantity billed is less than quantity requisitioned due to partial issue.
AC	Bill for materiel issued, quantity billed is greater or less than quantity requisitioned due to unit pack adjustment.
TM	Bill for creditable excess materiel returned, reduced credit allowed for quantity shown.
TN	Bill for creditable excess materiel returned, full credit allowed for quantity shown.
WR	Bill to adjust amount billed previously, due to warehouse refusal.
WS	Bill to adjust amount billed previously, due to billing error detected by billing office.
WT	Bill to adjust amount billed previously, due to billing error reported by billed office.
WU	Bill to adjust amount billed previously, due to approval of discrepancy report.
WV	Bill to adjust amount billed previously, due to failure to return materiel as directed.

APPENDIX A6

RECIPIENT OF BILLING STATUS CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: a. Recipient of Billing Status Codes are used in requests for billing adjustment to convey to the processor or DAASO the identity of the activity to receive the billing reply and status.

b. Enter the applicable code shown below:

2 Reply to DODAAC shown in pos. 30-35

4 Reply to DODAAC shown in pos. 45-50

9 Reply to DODAAC designated by pos. 52

APPENDIX A7

SALES PRICE CONDITION CODE

NUMBER OF CHARACTERS:	One
TYPE OF CODE:	Alphabetic
EXPLANATION:	The condition code "B" is assigned to indicate that the amount of the detail billing record does not equal the unit price extension (quantity times unit price). The actual amount is equal to a "discounted" unit price (not shown) extension.

APPENDIX A8

DELIVERY SOURCE CODE

Number of Characters: Two

Type of Code: Alphabetic

Explanation: This code is prescribed by DoD 7290.3-M (reference (n)) and provides an audit trail between performance and the pricing requirements of DoD 7290.3-M. The code is also used by SAAC to recognize earnings for packaging, crating, and handling; contract administration; and FMS administrative surcharges.

Code	Description
	Nonexcess stock fund and secondary item from inventory. If item is stock funded, a numeric code shall be required in card column 60 of the DD-COMP(M)1517 report.
AA	1. Matured FMSO
AB	2. Other than matured FMSO
	Nonexcess stock fund and secondary item from procurement initiated to maintain inventory.
AC	1. Matured FMSO
AD	2. Other than matured FMSO
AE	Principal or major item from inventory that requires "in-kind" replacement.
AF	Principal or major item from inventory that requires replacement with improved item.
AG	Principal or major item from inventory that does not require replacement.
	Excess Item from Inventory
AH	1. Matured FMSO
AJ	2. Other than Matured FMSO (PC&H computed by SAAC)
AK	3. Other than Matured FMSO (Actual PC&H submitted by IA)
AL	Items sold from inventory that are not subject to normal PC&H charge. This code shall only be used when a pricing exception has been granted by the DASD(MS).
	Performance of DoD Services
	Training Course
BA	1. DoD
BB	2. Contractor

Code	Description
BC	Repair or replace customer equipment. IAs shall include actual PC&H and transportation in reported costs.
BD	Other DoD services. Does not include "above-the-line" transportation or "above-the-line" PCH&T associated with the repair or modification of customer-owned equipment that is included in repair cost report using Code "BC".
BE	Storage charge (for other than FMSO cases).
	Leases
BF	1. Depreciation
BG	2. DD Form 1513 sale of articles and services in connection with lease, prior to, during, or after lease period (includes transportation PC&H refurbishment).
BH	Actual PC&H charge. This report must accompany DD-COMP(M) 1517 reports for items sold from inventory with Code "AL".
BT	Above-the-line transportation to FMS customers that is included in management line. Code includes "high-flight" or special airlift. Code does not include "above-the-line" transportation cost that is included in the selling price of an item or service.
	Unique FMSO Charges
CA	FMSO I material used to support system obsolete to DoD use (buy out of unique repair parts to support obsolete end-items).
CB	Annual inventory maintenance and storage costs. Charge annually on current FMSO II case. The FMSO I case manager shall input the RCS DD-COMP(M)1517 report.
CC	Normal inventory loss on procurement of secondary items (physical inventory gain or loss, expiring shelf life, and damage of stored parts). Charge assessed annually on current FMSO II case. The FMSO I case manager shall input the RCS-COMP(M)1517 report.
CD	Cash advances for onhand portion of FMSO I.

Code	Description
	Procurement for FMS Customers
	Codes DE through DM represent Work-In-Progress (WIP) transactions. The breakdown of these charges provides audit trail visibility for pricing purposes. The SAAC shall treat them as progress payments and report them as such to the FMS customer. These charges shall be liquidated by one of the contract delivery codes DA through DD.
DA	1. Contractor services
DB	2. Stock fund item from contractor
DC	3. Secondary item from contractor
DD	4. Principal or major item from contractor
DE	5. Progress payment to contractor
DF	6. DoD services in support of procurement
DG	7. Nonrecurring R&D charges
DH	8. Nonrecurring production charges
	9. Government-furnished material (GFM)
DJ	a. Shipped from inventory
DK	b. Shipped from another company
DL	c. PCH&T applicable to GFM
DM	d. Asset use charge applicable to GFM
DN	10. Asset use charge (4%)
DX	11. Contractor effort in overseas location which is supported by a FMS management line rather than through normal CAS effort. This code shall only be used when a pricing exception has been granted by the DASD(MS).
	Miscellaneous Charges
EB	1. TDP
	2. Publications
EC	a. From DoD
ED	b. From contractor
EE	3. Royalty charge (USG TDP)
	4. Other Federal Agency shipment
EF	a. From stock
EG	b. From contractor
EH	5. NATO POL
EJ	6. Redistributable MAP property
EK	7. Collection of nonrecurring production charge or license fee on behalf of a third country.
EL	8. Pre-positioning costs

APPENDIX A9

TRANSPORTATION BILL CODE

Number of Characters: One

Type of Code: Alpha

Explanation: This code is prescribed by DoD 7290.3-M (reference (n)) and is used by SAAC to recognize earnings for "below-the-line" transportation of materiel in the Defense Transportation System. The codes are used by SAAC to bill FMS customers for "below-the-line" transportation costs.

Code	Description
A	Materiel moved by parcel post to an inland CONUS destination or freight forwarder, or to an overseas destination through the Army/AF postal system (APO) or international mail. All subsequent arrangements are made by the FMS customer.
B	Materiel moved by commercial package carrier to an inland CONUS destination or freight forwarder, when all subsequent arrangements are made by the FMS customer.
C	Materiel moved by GBL, MAC channel airlift, LOGAIR, USAF organizational aircraft, MSC sealift, and combinations thereof, to an overseas POD in rate area one or two, including overseas carrier discharge. All subsequent arrangements are made by the FMS customer.
D	Any form of materiel for which the FMS customer is totally responsible, such as materiel moved by a collect commercial bill of lading to an inland CONUS destination, FAS, an overseas carrier at a CONUS POE, freight forwarder, a CONUS POE, or an inland overseas destination. Also use if transportation costs are not applicable.
E	Materiel moved by GBL, MAC channel airlift, LOGAIR, USAF organizational aircraft, MSC sealift, and combinations thereof, to an inland CONUS destination, FAS, an overseas carrier at a CONUS POE, a freight forwarder, or a CONUS POE, when all subsequent arrangements are made by the FMS customer.

Code	Description
F	Materiel moved by GBL, MAC channel airlift, LOGAIR, USAF organizational aircraft, MSC sealift, and combinations thereof, to an overseas POD in rate area one or two when overseas discharge and all subsequent arrangements are made by the FMS customer.
G	Materiel moved by GBL, MAC channel airlift, LOGAIR, USAF organizational aircraft, MSC sealift, ARFCOS, MOM, Weapons System Pouch Service, and combinations thereof, to the ultimate FMS consignee at an overseas inland destination in rate area one or two.
H	Materiel moved by GBL, MAC channel airlift, LOGAIR, USAF organizational aircraft, MSC sealift, and combinations thereof, to a CONUS POE when all arrangements subsequent to loading the vessel are made by the FMS customer.
J	Materiel moved by MAC channel airlift to an overseas APOD in rate area one or two when the use of inland CONUS transportation is not required in effecting delivery to the CONUS POE. All arrangements subsequent to carrier discharge are made by the FMS customer.
K	Materiel moved by MAC special assignment airlift mission (SAAM) within the CONUS to an overseas APOD or inland FMS consignee base, within an overseas area or between overseas areas. Any arrangements subsequent to carrier discharge are made by the FMS customer.
L	Substitute for any of the other standard codes whenever actual transportation costs will be reported in accordance with chapter 7 of DOD 7290.3-M (reference (n)).
M	Materiel moved by FMS country-owned aircraft from a U.S. or DoD staging area.
N	Materiel moved by GBL, LOGAIR, or other CONUS inland mode to a CONUS staging or aggregation area; staging or aggregation of the materiel; and onward movement of the materiel to a freight forwarder by a collect commercial bill of lading, or by country-owned or provided aircraft, or by MAC or by commercial SAAM.
P	Materiel moved by GBL, LOGAIR, or other CONUS inland mode to a CONUS staging or aggregation area; staging or aggregation of the materiel; and onward movement of the materiel by

Code	Description
	GBL, LOGAIR, or other prepaid (reimburseable) CONUS transportation to an aerial or water POE, FAS an overseas carrier at a CONUS POE, or arrangements are made by the FMS customer.
Q	Materiel moved by GBL, LOGAIR, or other CONUS inland mode to a CONUS staging or aggregation area; staging or aggregation of the materiel; out movement of the materiel from the staging area by GBL, LOGAIR, or other prepaid (reimbursable) CONUS transportation to an aerial or water POE; port handling of the materiel; and onward movement by GBL, MAC channel airlift, USAF organizational aircraft, MSC sealift, and combinations thereof, to an overseas POD in rate area one or two, when overseas carrier discharge and all subsequent arrangements are made by the FMS customer.
R	Materiel moved by GBL, LOGAIR, or other CONUS inland mode to a CONUS staging or aggregation area; staging or aggregation of the materiel; out movement of the materiel from the staging area by GBL, LOGAIR, or other prepaid (reimbursable) CONUS transportation to an aerial or water POE; port handling of the materiel; onward movement by GBL, MAC channel airlift, USAF organizational aircraft, MSC sealift, and combinations thereof, to an overseas POD in rate area one or two; overseas port handling of the materiel; and onward overseas inland movement to the ultimate FMS consignee at an overseas, inland destination in rate area one or two.
S	Materiel moved by GBL, LOGAIR, or other CONUS inland mode to a CONUS staging or aggregation area; movement of the materiel from the staging area by GBL, LOGAIR, or other prepaid (reimbursable) CONUS transportation to an aerial or water POE; and loading of the materiel aboard a country-owned or provided aircraft or vessel, when all arrangements subsequent to loading the aircraft or vessel are made by the FMS customer.
U	Materiel moved by parcel post or commercial package carrier to CONUS POD when all arrangements subsequent to loading the vessel are made by the FMS customer. (Mode of shipment determines whether parcel post or commercial package carrier is used.)
V	Materiel moved by parcel post or commercial package carrier to an overseas POD in rate areas one or two, including overseas carrier discharge, when subsequent arrangements are made by the FMS customer. (Mode of shipment determines whether parcel post or commercial package carrier is used.)

Code	Description
X	Materiel moved by parcel post or commercial package carrier to an overseas POD in rate areas one and two when overseas carrier discharge and subsequent arrangements are made by the FMS customer. (Mode of shipment determines whether parcel post or commercial package is used.)
Y	Materiel moved by parcel post or commercial package carrier to the ultimate FMS consignee at an overseas inland destination in rate area one or two. (Mode of shipment determines whether parcel post or commercial package carrier is used.)

APPENDIX A10

STOCK FUND OR NONSTOCK FUND CODE

Number of Characters: One

Type of Code: Alpha or Numeric

Explanation: This code is prescribed by DoD 7290.3-M (reference (n)) and identifies the financing appropriation or a stock fund. Alpha codes are used for procurement appropriation-funded items. Numeric codes are used for stock fund items.

Code	Definition
0	Services
1	Systems Support Stock Fund
2	Systems Support Stock Fund
3	Systems Support Stock Fund
4	Systems Support Stock Fund
6	Fuel Stock Fund
8	Clothing Stock Fund
9	General Supply Stock Fund

APPENDIX A11

GSA STORE NUMBERS

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Numeric

EXPLANATION: GSA store numbers identify Self-Service stores (0-79) and Customer Supply Centers (80 and above).

STORE NUMBER	LOCATION
I. Self-Service Stores	
02	Federal Office Building 7th & D Streets, SW Washington, DC 20407
04	GSA Building Room B-212 18th & F Streets, NW Washington, DC 20405
07	State Department Rm D-239 2102 C Street, NW Washington, DC 20407
08	Naval Station, Building 74 Navy Yard Annex 2nd & M Streets, SE Washington, DC 20407
10	Office of Personnel Management 1900 E Street, NW, Rm SBH 22 Washington, DC 20407
12	Department of Commerce Rm B-511 14th & Constitution Ave., NW Washington, DC 20407
14	IRS, Rm G-104 12th & Constitution Ave., NW Washington, DC 20407

STORE NUMBER	LOCATION
15	Department of HHS South Building, Rm G-424 330 C. Street, SW Washington, DC 20407
16	National Center Building 1 Rm 1522 2511 Jefferson Davis Hwy. Arlington, VA 22202
17	Federal Office Building 31 Hopkins Plaza, Rm B-03 Baltimore, MD 21201
19	Crystal Mall Building 3 Rm SL-3 1931 Jefferson Davis Hwy. Arlington, VA 22202
21	South Area- Industrial Navy Yard Annex Bldg 159, 2nd & M Sts., SE Washington, DC 20407
25	Nassif Building Rm P-1-1301 400 7th St., S.W. Washington, DC 20407
26	Parklawn Building Rm 1-B49 5600 Fishers Lane Rockville, MD 20852
27	Main Justice Building Rm B-230 10th & Pennsylvania Ave., NW Washington, DC 20407
28	W.J. Green, Jr., Fed. Off. Bldg. 600 Arch Street, Rm B-129 Philadelphia, PA 19106
29	Federal Office Building 1000 Liberty Avenue, Rm 1B Pittsburgh, PA 15222

STORE NUMBER	LOCATION
30	Department of Labor Rm SL-3 2nd & Constitution Ave., NW Washington, DC 20407
31	JFK Federal Center Rm G-38 Boston, MA 02203
32	Federal Building 26 Federal Plaza, Rm B-207 New York, NY 10278
35	GSA 77 Forsythe St., SW Atlanta, GA 30324
36	GSA 1000 North First Avenue Miami, FL 33132
37	Federal Office Building Rm G-12 P.O. Box 35085 400 West Bay Street Jacksonville, FL 32202
39	GSA 2721 Longate Drive Memphis, TN 38132
41	Federal Office Building 1240 E. 9th Street, Rm B-39 Cleveland, OH 44199
42	Federal Office Building 550 Main Street, Rm 1526 Cincinnati, OH 45202
43	McNamara Federal Building 477 Michigan Ave., Rm B-7 Detroit, MI 48226
44	Bishop Henry Whipple Federal Building, Rm B-3 Fort Snelling Twin Cities, MN 55111

STORE NUMBER	LOCATION
45	Federal Center, Bldg 87 1202 East 10th Street Jeffersonville, IN 47130
46	Federal Center, Lower Level 230 South Dearborn Street Chicago, IL 60604
48	Federal Center Building 4300 Goodfellow Blvd. St. Louis, MO 63120
50	Federal Office Building 215 North 17th Street Omaha, NE 68102
52	Federal Building, Rm 9E10 1100 Commerce Street Dallas, TX 75242
53	Federal Building, Rm B-310 700 West Capitol Street Little Rock, AR 72201
55	Federal Office Building Rm B-135 300 East 8th Street Austin, TX 78701
56	GSA 4900 Hemphill Street Fort Worth, TX 76115
57	Federal Building, Rm B-205 515 Rusk Street Houston, TX 77002
58	U.S. Post Office and Courthouse Bldg., Rm B-14 215 Dean McGee Ave. Oklahoma City, OK 73102
59	Federal Office Building 727 E. Durango, Rm B-7 San Antonio, TX 78206
62	GSA 1600 12th Street, NW Albuquerque, NM 87104

STORE NUMBER	LOCATION
63	Federal Building 300 N. Los Angeles Street Rm B-22 Los Angeles, CA 90012
64	Building T-3071 Hickam AFB Honolulu, HI 96824
65	Federal Building and Courthouse Rm SB-216 450 Golden Gate Ave. San Francisco, CA 94102
66	Federal Building Rm B-201 11000 Wilshire Blvd. W. Los Angeles, CA 90024
68	Federal Building Basement 301 Congress Street Tucson, AZ 85701
69	Federal Building & USPC 522 North Central Avenue Phoenix, AZ 85004
74	GSA Navy Yard, Bldg # 74 2nd and M Sts., SE Washington, DC 20390
76	Federal Building 880 Front St., Rm B-N2 San Diego, CA 92188

II. Customer Supply Centers

82	GSA Customer Supply Center 7440 South Pulaski Road Chicago, IL 60627
83	GSA Customer Supply Center Warehouse #6 7377 Hampton Boulevard Norfolk, VA 23505

STORE NUMBER	LOCATION
85	GSA Customer Supply Center Fair Acres Routes 352 and 452 Lima, PA 19037
86	GSA Customer Supply Center 295 Lincoln Street Hingham, MA 02043
87	GSA Customer Supply Center Building 810 Denver Federal Center Denver, CO 80225
88	GSA Customer Supply Center 1500 East Bannister Road Kansas City, MO 64131
89	GSA Customer Supply Center Bldg T-3071 Hickman AFB Honolulu, HI 96853
90	GSA Customer Supply Center Warehouse #1, C Street, SW Auburn, WA 98002
91	GSA Customer Supply Center Building A Loisdale Road Franconia, VA 22150
92	GSA Customer Supply Center Warehouse #2 500 Edwards Avenue Harahan, LA 70123
93	GSA Supply Center Building 651, Ft. Buchanan San Juan, Puerto Rico 00934
94	GSA Customer Supply Center Warehouse #1, Section 2 Belle Meade Depot Belle Meade, NJ 08502

STORE NUMBER	LOCATION
95	GSA Customer Supply Center Building 21-883 Elmendorf AFB Anchorage, AK 99506
96	GSA Customer Supply Center Building #510 Rough & Ready Island Stockton, CA 95203
97	GSA Customer Supply Center 3312 Berkely Lake Road Duluth, GA 30136

APPENDIX A12

SIGNAL CODE

Number of Characters: One

Type of Code: Alpha

Explanation: This code is prescribed by DoD 4140.17-M (reference (s)) and is used to designate the bill-to and ship-to (or ship-from in the case of DI code FT_ and FD_ records) activities. The descriptions shown below are presented in an abbreviated form, refer to DoD 4140.17-M if additional information is needed.

Code	Bill-To	Ship-To/From
A	Requisitioning/Reporting Activity (pos. 30-35)	Requisitioning/Reporting Activity (pos. 30-35)
B	Supplementary Addressee (pos. 45-50)	Requisitioning/Reporting Activity (pos. 30-35)
C	Addressee designated by the fund code[1]	Requisitioning/Reporting Activity (pos. 30-35)
D	Free issue	Requisitioning/Reporting Activity (pos. 30-35)
J	Requisitioning/Reporting Activity (pos. 30-35)	Supplementary Addressee (pos. 45-50)
K	Supplementary Addressee (pos. 45-50)	Supplementary Addressee (pos. 45-50)
L	Addressee designated by the fund code[1]	Supplementary Addressee (pos. 45-50)
M	Free issue	Supplementary Addressee (pos. 45-50)
W	Reserved for Intra-Service use	Requisitioning/Reporting Activity (pos. 30-35)
X	Reserved for Intra-Service use	Supplementary Addressee (pos. 45-50)

[1]The fund code to billed office DODAAC conversion is prescribed in appendix B of DOD 4000.25-7-S1 (reference (b)).

APPENDIX A13

Information Indicator Code

Number of Characters: One

Type of Code: Alpha or numeric

Explanation: This code, located in position 39 of the summary billing record, conveys special information to offices receiving the interfund bill.

Code	Information conveyed
x	Denotes DAASO provided copy[1] of an interfund bill.

[1]DAASO routes and retains copies of billings originated at a billing office. Bills retrieved by DAASO from their files and retransmitted to an office are copies. Copies may, however, be treated as originals if appropriate.

APPENDIX A14

OTHER CODES

Number of Characters: Variable

Type of Code: Variable

Explanation: This appendix provides the source and other information for codes used or referred to in this manual which do not warrant a separate appendix in the manual.

Code	Source
Comm RI	ACP 117 (reference (u))
Content Indicator	JANAP 128 (reference (v))
DOD Activity Address	DoD 4000.25-D (reference (e))
Media and Status	DoD 4140.17-M (reference (s))
Mode/Method	DoD 4500.32-R, Vol I (reference (w))
Routing Identifier	MILSTRIP Supplement 1 (reference (x))
Service/Agency	DoD 4140.17-M
Suffix/Limit	DoD 7110.3-M (reference (d))
Type of Assistance	DoD 5105.38-M (reference (y))
Unit of Issue	DoD 4100.39-M (reference (z))

APPENDIX B1

BILLING FOR ISSUE FROM STOCK

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FA1 (charge) or FA2 (credit).
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item shipped.
U/I Code	23-24	Enter U/I.
Quantity[1]	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document.
Supplementary Address	45-50	Perpetuate from the MILSTRIP requisition.
Signal Code	51	Perpetuate from the MILSTRIP requisition.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from SBR.

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[1]When both the billed and billing offices or their higher headquarters agree, billing offices may process billings for Federal Supply Group 13 ammunition items using an "M" modifier in pos. 29 to express the quantity for a single shipment in thousands.

Field Legend	Position(s)	Entry and Instructions
Mode/Method Code	59	Enter the mode/method code when the billing is for an FMS or MAP shipment. Otherwise, leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Day of Year	62-64	For shipments to DoD enter the day item dropped from inventory. For FMS, MAP and shipments to non-DoD activities, enter the day item is constructively delivered.
Amount	65-73	Enter the extended amount e.g., unit price times quantity. 65-71 Dollars 72-73 Cents
Unit Price	74-80	For other than FMS. Enter the standard unit price of item. If standard pricing does not apply, enter other appropriate billing price. For FMS. Enter the following: 74-76 Record Serial Number[2] 77 Transportation Bill Code 78-79 Delivery Source Code 80 Stock Fund/Nonstock Fund Code

[2]Enter pos. 55-56 of Army and Air Force Requisitions (leave pos. 76 blank). Enter pos. 57-59 of Marine Corps Requisitions. Leave blank for Navy requisitions.

APPENDIX B2

BILLING FOR DIRECT DELIVERY OF STOCKED ITEMS

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FB1 (charge) or FB2 (credit).
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item shipped.
U/I Code	23-24	Enter U/I.
Quantity[1]	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document.
Supplementary Address	45-50	Perpetuate from the MILSTRIP requisition.
Signal Code	51	Perpetuate from the MILSTRIP requisition.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from the SBR.
Mode/Method Code	59	Enter the mode/method code when the billing is for an FMS or MAP shipment. Otherwise, leave blank.

[1]See note 1 to appendix B1

Field Legend	Position(s)	Entry and Instructions
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Day of Year	62-64	For shipments to DoD enter the day item dropped from inventory. For FMS, MAP and shipments to non-DoD activities, enter the day item is constructively delivered.
Amount	65-73	Enter the extended amount e.g., unit price times quantity. 65-71 Dollars 72-73 Cents
Unit Price	74-80	For other than FMS. Enter the standard unit price of item. If standard pricing does not apply, enter other appropriate billing price. For FMS. Enter the following: 74-76 Record Serial Number[2] 77 Transportation Bill Code 78-79 Delivery Source Code 80 Stock Fund/Nonstock Fund Code

[2]See note 2 to appendix B1

APPENDIX B3

BILLING FOR DECENTRALIZED, NONCATALOGUED, AND NONSTOCKED ITEMS

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FC1 (charge) or FC2 (credit).
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item shipped. For Category 1 (reimbursable) MIPRs for automotive vehicles GSA will construct a pseudo-NSN as follows: 8-11 - FSCC of the vehicle 12-13 - 00 14-16 - Type of vehicle code 17-20 - GSA case file number[1] 21-22 - Blank
U/I Code	23-24	Enter U/I.
Quantity[2]	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document.

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[1]The GSA case file number also appears on GSA Form 6332 (Requisition Agency Control), which is forwarded to the requisitioner as advice that the MIPR was recorded and the procurement action has been initiated.

[2]See note 1 to appendix B1.

Field Legend	Position(s)	Entry and Instructions
Supplementary Address	45-50	Perpetuate from the MILSTRIP requisition.
Signal Code	51	Perpetuate from the MILSTRIP requisition.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	Enter a mode/method code when the billing is for an FMS or MAP shipment. Otherwise, leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Day of Year	62-64	For shipments to DoD enter the day item dropped from inventory. For FMS, MAP and shipments to non-DoD activities, enter the day item is constructively delivered.
Amount	65-73	Enter the extended amount e.g., Unit Price times Quantity. 65-71 Dollars 72-73 Cents
Unit Price	74-80	For other than FMS. Enter the standard unit price of item. If standard pricing does not apply, enter other appropriate billing price. For FMS. Enter the following: 74-76 Record Serial Number[3] 77 Transportation Bill Code 78-79 Delivery Source Code 80 Stock Fund/Nonstock Fund Code

[3]See note 2 to Appendix B1

APPENDIX B4

CREDIT FOR EXCESS MATERIEL RETURN

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FD1 (credit reversal) or FD2 (credit).
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which authorized the return.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item returned.
U/I Code	23-24	Enter U/I.
Quantity	25-29	Perpetuate from DI Code FTZ.
Document Number	30-43	Perpetuate from DI Code FTZ.
Suffix	44	Perpetuate from DI Code FTZ.
Supplementary Address	45-50	Perpetuate from DI Code FTZ.
Signal Code	51	Perpetuate from DI Code FTZ.
Fund Code	52-53	Perpetuate from DI Code FTZ.
Bill Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	Leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Day of Year	62-64	Enter the day item returned to inventory.
Amount	65-73	Perpetuate from DI Code FTZ.
Unit Price	74-80	Perpetuate from DI Code FTZ.

APPENDIX B5

NOTICE OF NONREIMBURSABLE ISSUE

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FE3 (*no charge*) or FE4 (reversal).
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item shipped.
U/I Code	23-24	Enter the U/I.
Quantity[1]	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document.
Supplementary Address	45-50	Perpetuate from the MILSTRIP requisition.
Signal Code	51	Perpetuate from the MILSTRIP requisition.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	Leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.

[1]See note 1 to appendix B1.

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter the day item dropped from inventory.
Amount	65-73	Zero fill.
Unit Price	74-80	Enter the standard unit price of item. If standard pricing does not apply, enter other appropriate carrying price.

APPENDIX B6

BILLING FOR DOD DEPENDENT SCHOOL SUPPLIES

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FF1 (charge) or FF2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Contract Number	8-18	Enter: 8-14 Last 7 positions of PIIN 15-18 Supplemental PIIN
Blank	19	Leave blank.
Port of Embarkation Code	20-22	Enter applicable POE code or leave blank.
U/I Code	23-24	Enter U/I.
Quantity	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document.
Supplementary Address	45-50	Perpetuate from the MILSTRIP requisition.
Signal Code	51	Perpetuate from the MILSTRIP requisition.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59	Leave blank.

eld Legend	Position(s)	Entry and Instructions
pe of Bill Code	60-61	Enter a type of bill code or leave blank.
y of Year	62-64	Enter the day item dropped from inventory.
ount	65-73	Enter the extended amount e.g., unit price times quantity. 65-71 Dollars 72-73 Cents
it Price	74-80	Enter the contract unit price plus applicable surcharges. 65-71 Dollars 72-73 Cents

APPENDIX B7

GSA SELF-SERVICE STORE AND CUSTOMER SUPPLY CENTER BILLING

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	FG1 (charge) or FG2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Blank	7	Leave blank.
Stock Number	8-22	Enter a pseudo-part number constructed as follows: 8-13 Type Sale. "GSA CC" (Credit Card). 14-20 Agency Internal Code. Enter if provided on the application; otherwise, leave blank. 21-22 GSA Store Number. Enter the GSA store number of the Center reporting purchases.
U/I	23-24	Enter "AT" for assortment.
Quantity	25-29	Enter "00001."
Document Number	30-43	Enter a pseudo- document number constructed by the billing office as follows: 30-35 Activity Address Code. (DoDAAC) provided on application form. 36-39 Date. Year within decade and day of year of purchase. Self -service purchase date is the sales ticket receipt date. Customer Supply Center purchase date is the order process date.

Field Legend	Position(s)	Entry and Instructions
		40-43 Serial Number. Sales ticket receipt number for self-service store purchases and last four digits of GSA's order number for customer supply center purchases.
Blank	44	Leave blank.
Supplementary Address	45-50	Billed office code (DoDAAC) provided on application.
Signal Code	51	Enter signal code "B".
Fund Code	52-53	Enter fund code provided on the application. If not provided, "XP" is assumed.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-61	Leave blank.
Day of Year	62-64	Enter day of the year delivered for purchases. Day of the year adjusted for adjustments.
Amount	65-73	Enter amount of sales (total from self-service sales slip) or order (for customer supply center purchases).
Unit Price	74-80	Enter amount of sales or order.

APPENDIX B8

BILLING FOR BULK PETROLEUM

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FJ1 (charge) or FJ2 (credit).
RI Code	4-6	Enter RI code of the billing office.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-20	Enter the NSN or Part Number of the product shipped.
Blank	21-22	Leave blank.
Quantity	23-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSPETS requisition (from stock) or delivery order (from vendor).
Suffix	44	Perpetuate from shipment when applicable (multiple shipments against the same document number); otherwise leave blank.
Supplementary Address	45-50	Perpetuate from the requisition or delivery order.
Signal Code	51	Perpetuate from the requisition or delivery order.
Fund Code	52-53	Perpetuate from the requisition or delivery order.
Bill Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	Enter the mode/method code when the billing is for an FMS or MAP shipment. Otherwise, leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.

Field Legend	Position(s)	Entry and Instructions
Shipment/Cargo Number	62-64	Perpetuate the last three positions of the shipment/cargo number for vendor shipments against a delivery order; otherwise leave blank.
Amount	65-73	Enter the extended amount e.g., unit price times quantity. 65-71 Dollars 72-73 Cents
Unit Price	74-80	Enter the standard unit price: 74-77 Dollars 78-80 Mills

APPENDIX B9

RETAIL LOSS ALLOWANCE

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FL1 (credit reversal) or FL2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Blank	7-29	Leave blank.
Billed Office (DoDAAC)	30-35	Enter the DoDAAC of the billed office
Year within Decade and Month	36-38	Enter the year within decade and the month in which the allowance was allowed, e.g., Jan 85 will be entered as 501.
Blank	39-44	Leave blank.
Billing Office (DoDAAC)	45-50	Enter the DoDAAC of the billing office.
Blank	51	Leave blank.
Fund Code	52-53	Enter the fund code of the DBRs for which the allowance applies.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.
Amount	65-73	Enter the amount of allowance. 65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.

APPENDIX B10

ACCESSORIAL AND OTHER MISCELLANEOUS BILLINGS

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FN1 (charge) or FN2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service, For example, PCH-CONUS, CONUS-PLH, etc.
Billed Office (DoDAAC)	30-35	From DoD BILLING OFFICES: Enter the DoDAAC of the billed office for billings to DoD Components and the requisitioner DoDAAC for billings to non-DoD activities. From GSA BILLING OFFICES: Enter the DoDAAC of the requisitioner.
Year within Decade and Month	36-38	Enter the year within decade and month of billing.
Blank	39-44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	For GSA level A and B pack surcharges follow the guidance provided in chapter 2; otherwise perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of the charge or credit. 65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.

APPENDIX B11

BILLING FOR INTO-PLANE ISSUES

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FP1 (charge) or FP2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Type Issue Code	7	Perpetuate from the into-plane sales slip (DD Form 1898) when present; otherwise, leave blank.
Stock Number	8-20	Enter the NSN.
Type of Bill Code	21-22	Enter a type of bill code or leave blank.
Quantity	23-29	Enter the billed or credit quantity.
Document Number	30-43	Constructed by the billing office as follows: 30-35 DoDAAC of requisitioner. 36-39 Year of decade and day of year of issue. 40-43 For Navy and Marine Corps enter the last 4 digits of the preprinted serial number of the sales slip. For Army enter the last 4 digits of the aircraft tail number. For the Air Force enter the second and last three digits of the aircraft tail number (for example, 78-000577= 8577).
Major Force Program	44	Perpetuate from the into-plane sales slip.
Supplementary Address	45-50	Perpetuate from the into-plane sales slip.

Field Legend	Position(s)	Entry and Instructions
Signal Code	51	Perpetuate from the into-plane sales slip.
Fund Code	52-53	Perpetuate from the into-plane sales slip.
Bill Number	54-58	Enter bill number from SBR.
Customer Identifier	59-61	Perpetuate from the into-plane sales slip.
Special Data	62-64	Enter last three positions of the billing office DoDAAC when required by departmental procedures. Otherwise, leave blank.
Amount	65-73	Enter the amount billed or credit allowed. 65-71 Dollars 72-73 Cents
Aircraft Mission/ Design Series	74-76	Perpetuate from the into-plane sales slip.
Unit Price	77-80	Enter the standard unit price: 77 Dollars 78-80 Mills

APPENDIX B12

BILLING FOR TRANSPORTATION

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FQ1 (charge) or FQ2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, PREMIUM TRANS.
Billed Office (DoDAAC)	30-35	From DoD BILLING OFFICES: Enter the DoDAAC of the billed office for billings to DoD Components and the requisitioner DoDAAC for billings to non-DoD activities. From GSA BILLING OFFICES: Enter the DoDAAC of the requisitioner.
Year within Decade and Month	36-38	Enter the year within decade and month of billing.
Blank	39-44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	For GSA level A and B pack surcharges follow the guidance provided in chapter 2; otherwise perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of the charge or credit. 65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.

APPENDIX B13

BILLING FOR EXPORT TRANSPORTATION

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FR1 (charge) or FR2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, OCEAN TRANS.
Billed Office (DoDAAC)	30-35	From DoD BILLING OFFICES: Enter the DoDAAC of the billed office for billings to DoD Components and the requisitioner DoDAAC for billings to non-DoD activities. From GSA BILLING OFFICES: Enter the DoDAAC of the requisitioner.
Year within Decade and Month	36-38	Enter the year within decade and month of billing.
Blank	39-44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	For GSA level A and B pack surcharges follow the guidance provided in chapter 2; otherwise perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of the charge or credit. 65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.

APPENDIX B14

SUMMARY BILLING RECORD

Field Legend	Positions(s)	Entry and Instructions
DI Code	1-3	Enter FS1 (net charge) or FS2 (net credit).
Internal Service Use	4	Reserved for internal billed service use. Billing office leave blank.
Record Count	5-7	Enter the number of detail billing records which support this summary billing record (may not exceed 494).
Appropriation/Fund Account Credited	8-18	Enter the appropriation/fund account reimbursed.
Billing Office (RI Code)	19-21	Enter RI code of the billing office.
Internal Use	22-27	Except as noted below[1] this field is reserved for internal DoD Component use.
Blank	28-29	Leave blank.
Billed Office (DoDAAC)	30-35	Enter DoDAAC of the billed office.
Year within Decade and Month	36-38	Enter the year within decade and the month in which billing was prepared. E.g., Jan 1985 will be entered as 501.
Information Indicator	39	Enter applicable code or leave blank.
Bill Number	40-44	Enter bill number.
Billing Office (DoDAAC)	45-50	Enter DoDAAC of the billing office.

[1]For DLA FF&V bills to Air Force enter the requisitioning DODAAC from the document number field of the requisition.

Field Legend	Position(s)	Entry and Instructions
Blank	51	Leave blank.
Fund Code	52-53	Enter fund code cited on supporting detail billing records.
Appropriation/Fund Account Charged	54-64	Enter the appropriation/fund account disbursed.
Amount	65-73	Enter the net charge or credit amount of the detail billing records supporting this summary billing record.
Year within Decade and Month	74-76	Enter the year within decade and the month in which the charge was entered in the accounting records of the billed office; e.g., Feb 1985 will be entered as 502.
Blank	77-78	Leave blank.
Multiple Summary Indicator	79	When the amount is 10 million dollars or greater, multiple summary billing records may be used by the GSA. In such an event, GSA will enter an "X" in the first SBR. All other entries will be the same.
Billed Office Indicator	80	Enter "X" to indicate SBR submitted by a billed office.

APPENDIX B15

PROGRESS PAYMENT BILLING

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FU1 for progress payment billings and FU2 for recoupment of progress payment billings.
Billing Office (RI Code)	4-6	Enter the RI code of the billing office.
Supplemental Information	7-29	Enter Supplemental Information as required by the order or agreement authorizing progress payment billings by interfund.
Document Number	30-43	Enter MILSTRIP document number.
Blank	44	Leave blank.
Supplementary Address	45-50	Perpetuate from the MILSTRIP requisition or as required by the purchase order.
Signal Code	51	Perpetuate from the MILSTRIP requisition or as required by the purchase order.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition or as required by the purchase order.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-61	Leave blank.
Day of Year	62-64	Enter the day of the year progress payment billed or recouped.
Amount	65-73	Enter the amount of the progress billing.
Blank	74-80	Leave blank.

APPENDIX B16

BILLING FOR SUMMARIZED FF&V ISSUES

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FV1 (charge) or FV2 (credit).
Billing Office (RI Code)	4-6	Enter RI Code of the billing office.
Abbreviated Description	7-9	Enter "FFV".
Blank	10-29	Leave blank.
Complex Office (DoDAAC)	30-35	Enter the Air Force complex office which is designated by the Air Force FF&V requisition as the billed office.
Year within Decade and Month	36-38	Enter the fiscal year within decade and month equivalent to the year within decade and day of the year contained in the requisition. For example, a requisition date of 3285 (Oct 12, 1983) equates to "410".
Blank	39-44	Leave blank.
Billed Office (DoDAAC)	45-50	Enter DoDAAC "F92122".
Signal Code	51	Enter signal code "B".
Fund Code	52-53	Enter fund code "62".
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.
Amount	65-73	Enter the net amount of FF&V issues and adjustments which pertain to the requisitioning year within decade and month.
Blank	74-80	Leave blank.

APPENDIX B17

CASH DISCOUNTS

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FW1 (charge) or FW2 (credit).
Billing Office (RI Code)	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, CASH DISCOUNT.
Billed Office (DoDAAC)	30-35	From DoD BILLING OFFICES: Enter the DoDAAC of the billed office for billings to DoD Components and the requisitioner DoDAAC for billings to non-DoD activities. From GSA BILLING OFFICES: Enter the DoDAAC of the requisitioner.
Year within Decade and Month	36-38	Enter the year within decade and month of billing.
Blank	39-44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.
Amount	65-73	Enter the amount of the charge or credit. 65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.

APPENDIX B18

TRADE, QUANTITY, AND OTHER ALLOWANCES

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FX1 (charge) or FX2 (credit).
Billing Office (RI Code)	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, QUANTITY DISCOUNT.
Billed Office (DoDAAC)	30-35	From DoD BILLING OFFICES: Enter the DoDAAC of the billed office for billings to DoD Components and the requisitioner DoDAAC for billings to non-DoD activities. From GSA BILLING OFFICES: Enter the DoDAAC of the requisitioner.
Year within Decade and Month	36-38	Enter the year within decade and month of billing.
Blank	39-44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.
Amount	65-73	Enter the amount of the charge or credit. 65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.

APPENDIX C1

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "11"

Duplicate Bill Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from duplicate detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from duplicate DBR.
U/I Code	23-24	Perpetuate from duplicate DBR.
Quantity	25-29	Perpetuate from duplicate DBR.
Document Number	30-43	Perpetuate from duplicate DBR.
Suffix Code	44	Perpetuate from duplicate DBR.
Supplementary Address	45-50	Perpetuate from duplicate DBR.
Signal Code	51	Perpetuate from duplicate DBR.
Fund Code	52-53	Perpetuate from duplicate DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from duplicate DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "11"
Day of the Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from duplicate DBR.
Unit Price	74-80	Enter: 74-78 bill number under which original billing was processed. 79-80 leave blank.

APPENDIX C2

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "12"

Wrong Amount Billed

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR.
U/I Code	23-24	Perpetuate from the DBR.
Quantity	25-29	Enter correct quantity.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "12"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of adjustment (credit or additional charge) requested.
Unit Price	74-80	Enter the amount of the over or under charge in the unit price.

APPENDIX C3

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "13"

Wrong Office Billed

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR.
U/I Code	23-24	Perpetuate from the DBR.
Quantity	25-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "13"
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C4

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "14"

Bill Received for Nonreimbursable Requisition

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR.
U/I Code	23-24	Perpetuate from the DBR.
Quantity	25-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "14"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C5

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "15"

Bill Received for Unauthorized Accessorial Charge

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Leave blank.
U/I Code	23-24	Leave blank.
Quantity	25-29	Leave blank.
Document Number	30-43	Leave blank.
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "15"

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C6

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "17"

Bill Received For Cancelled Requisition

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR.
U/I Code	23-24	Perpetuate from the DBR.
Quantity	25-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "17"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	74-77 Enter year within decade and the day of the year cancellation confirmed (YDDD). 78-80 Leave blank.

APPENDIX C7

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "18"

Bill Received for Backordered Materiel

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR.
U/I Code	23-24	Perpetuate from the DBR.
Quantity	25-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "18"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C8

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "19"

Incomplete Bill: Detail Billing Records Do Not Support Amount Billed

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Leave blank.
U/I Code	23-24	Leave blank.
Quantity	25-29	Leave blank.
Document Number	30-43	Enter: 30-35 Billed Office DoDAAC. 36-43 Assigned by requestor.
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Perpetuate from the SBR.
Bill Number	54-58	Perpetuate from the SBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "19"

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Enter the amount unsupported.
Unit Price	74-80	Leave blank.

APPENDIX C9

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "20"

Bill Received Following Billing Office Reply that Billing Could Not be Rendered

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR.
U/I Code	23-24	Perpetuate from the DBR.
Quantity	25-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "20"

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C10

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "21"

DISREP (SF 361) Submitted and Adjustment Not Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR.
U/I Code	23-24	Perpetuate from the DBR.
Quantity	25-29	Enter discrepant quantity.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "21"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of credit requested.
Unit Price	74-80	Enter: 74-77 year within decade and day of year SF 361 was submitted (YDDD). 78-80 Leave blank.

APPENDIX C11

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "23"

Promised Adjustment Not Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the reply (DI code FAR or FAS record).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the reply.
U/I Code	23-24	Perpetuate from the reply.
Quantity	25-29	Perpetuate from the reply.
Document Number	30-43	Perpetuate from the reply.
Suffix Code	44	Perpetuate from the reply.
Supplementary Address	45-50	Perpetuate from the reply.
Signal Code	51	Perpetuate from the reply.
Fund Code	52-53	Perpetuate from the reply.
Bill Number	54-58	Perpetuate from the reply.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "23"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of the adjustment promised.
Unit Price	74-80	Enter: 74-77 year within decade and day of year adjustment promised (YDDD). 78-80 Leave blank.

APPENDIX C12

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "24"

Reply to QDR (SF 368) Promised Adjustment- Adjustment Not Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Enter the RI code of the office which replied to the Quality Deficiency Report (QDR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the QDR.
U/I Code	23-24	Perpetuate from the QDR.
Quantity	25-29	Perpetuate from the QDR.
Document Number	30-43	Perpetuate from the QDR.
Suffix Code	44	Perpetuate from the QDR.
Supplementary Address	45-50	Perpetuate from the QDR.
Signal Code	51	Perpetuate from the QDR.
Fund Code	52-53	Perpetuate from the QDR.
Bill Number	54-58	Enter bill number under which item was billed, if known. Otherwise, leave blank.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "24"

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Enter the amount of the adjustment promised.
Unit Price	74-80	Enter: 74-77 year within decade and the day of the year adjustment promised. 78-80 Leave blank.

APPENDIX C13

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "26"

Reply to ROD (SF 364) Promised Adjustment- Adjustment Not Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR.
U/I Code	23-24	Perpetuate from the DBR.
Quantity	25-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "26"
Day of year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Enter: 74-77 year within decade and day of year of ROD reply. 78-80 Leave blank.

APPENDIX C14

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "34"

Requisitioned Materiel Received- Request Billing Status

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the requisition.
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the requisition.
U/I Code	23-24	Perpetuate from the requisition.
Quantity	25-29	Perpetuate from the requisition.
Document Number	30-43	Perpetuate from the requisition.
Suffix Code	44	Perpetuate from the requisition.
Supplementary Address	45-50	Perpetuate from the requisition.
Signal Code	51	Perpetuate from the requisition.
Fund Code	52-53	Perpetuate from the requisition.
Bill Number	54-58	Enter the year and month the materiel was received: 54-55 Decade and year 56-58 Month
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "34"

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Leave blank.
Unit Price	74-80	Leave blank.

APPENDIX C15

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "41"

Request Copy of Billing

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Enter the RI code of the billing office.
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Leave blank.
U/I Code	23-24	Leave blank.
Quantity	25-29	Leave blank.
Document Number	30-43	Enter: 30-35 DoDAAC of the billed office. 36-40 Leave blank. 41-43 Year within decade and month of billing (YDDD).
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Enter DoDAAC to which copy is to be sent if different from the DODAAC of the billed office. Otherwise, leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Bill Number	54-58	Enter the bill number of the requested bill.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "41"
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	If known, enter the amount of the bill being requested. Otherwise, leave blank.
Unit Price	74-80	Leave blank.

APPENDIX C16

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "51"

Unable to Process Bill Under Interfund Procedures

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate the billing RI code from the SBR (DI code FS_).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Leave blank.
U/I Code	23-24	Leave blank.
Quantity	25-29	Leave blank.
Document Number	30-43	Leave blank.
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Leave blank.
Bill Number	54-58	Perpetuate from SBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "51"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the SBR.
Unit Price	74-80	Enter the billed office DoDAAC from the SBR.

APPENDIX C17

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "52"

Billed by Interfund When Requisition Specified Noninterfund Billing

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate the billing RI code from the SBR (DI code FS_).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Leave blank.
U/I Code	23-24	Leave blank.
Quantity	25-29	Leave blank.
Document Number	30-43	Leave blank.
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Leave blank.
Bill Number	54-58	Perpetuate from SBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "52"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the SBR.
Unit Price	74-80	Enter the billed office DoDAAC from the SBR.

APPENDIX C18

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "55"

Refer to Accompanying Letter of Explanation

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR.
U/I Code	23-24	Perpetuate from the DBR.
Quantity	25-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
DODAAC	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter appropriate code: 59 Blank or character significant to requestor. 60-61 "55"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C19

REPLY TO REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAR" to reply to initial or cancellation request. Enter "FAS" to reply to followup request.
RI Code	4-6	Perpetuate from the request (DI codes FAE, FAC, FAF).
Recipient of Billing Status Code	7	Perpetuate from the request.
Stock Number	8-22	Perpetuate from the request.
U/I Code	23-24	Perpetuate from the request.
Quantity	25-29	Perpetuate from the request.
Document Number	30-43	Perpetuate from the request.
Suffix Code	44	Perpetuate from the request.
Supplementary Address	45-50	Perpetuate from the request.
Signal Code	51	Perpetuate from the request.
Fund Code	52-53	Perpetuate from the request.
Bill Number	54-58	When the billing status code is "AI" or "DD" enter the bill number under which the adjustment or bill was processed. Otherwise, perpetuate from the request.
Billing Status Code	59-61	Enter: 59 Blank or character significant to the billing office. 60-61 Applicable status code.
Day of the Year	62-64	Enter day of year response is prepared. Must be forwarded within 3 calendar days of this day.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the adjustment amount.
Unit Price	74-80	Perpetuate from the request.

APPENDIX C20

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "11"

Duplicate Bill Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from duplicate detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from duplicate DBR.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from duplicate DBR.
Document Number	30-43	Perpetuate from duplicate DBR.
Suffix Code	44	Perpetuate from duplicate DBR.
Supplementary Address	45-50	Perpetuate from duplicate DBR.
Signal Code	51	Perpetuate from duplicate DBR.
Fund Code	52-53	Perpetuate from duplicate DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from duplicate DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "11"
Day of the Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from duplicate DBR.
Unit Price	74-80	Enter: 74-78 bill number under which original billing was processed. 79-80 leave blank.

APPENDIX C21

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "12"

Wrong Amount Billed

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR.
Blank	21-22	Leave blank.
Quantity	23-29	Enter correct quantity.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "12"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of adjustment (credit or additional charge) requested.
Unit Price	74-80	Enter the amount of the over or under charge in the unit price.

APPENDIX C22

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "13"

Wrong Office Billed

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR.
Blank	21-22	Leave blank.
Quantity	25-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "13"
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C23

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "14"

Bill Received for Nonreimbursable Requisition

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR.
Blank	21-22	Leave blank.
Quantity	25-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "14"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C24

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "15"

Duplicate Bill Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Leave blank.
Blank	21-22	Leave blank.
Quantity	23-29	Leave blank.
Document Number	30-43	Leave blank.
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "15"

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C25

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "17"

Bill Received For Cancelled Requisition

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "17"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	74-77 Enter year within decade and the day of the year cancellation confirmed (YDDD). 78-80 Leave blank.

APPENDIX C26

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "18"

Bill Received for Backordered Materiel

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "18"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C27

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "19"

Incomplete Bill: Detail Billing Records Do Not Support Amount Billed

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Leave blank.
Blank	21-22	Leave blank.
Quantity	23-29	Leave blank.
Document Number	30-43	Enter: 30-35 Billed Office DoDAAC. 36-43 Assigned by requestor.
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Perpetuate from the SBR.
Bill Number	54-58	Perpetuate from the SBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "19"

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Enter the amount unsupported.
Unit Price	74-80	Leave blank.

APPENDIX C28

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "20"

Bill Received Following Billing Office Reply that Billing Could Not be Rendered

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "20"

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C29

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "21"

DISREP (SF 361) Submitted and Adjustment Not Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR.
Blank	21-22	Leave blank.
Quantity	23-29	Enter discrepant quantity.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "21"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of credit requested.
Unit Price	74-80	Enter: 74-77 year within decade and day of year SF 361 was submitted (YDDD). 78-80 Leave blank.

APPENDIX C30

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "23"

Promised Adjustment Not Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the reply (DI code FJR or FJS record).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the reply.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from the reply.
Document Number	30-43	Perpetuate from the reply.
Suffix Code	44	Perpetuate from the reply.
Supplementary Address	45-50	Perpetuate from the reply.
Signal Code	51	Perpetuate from the reply.
Fund Code	52-53	Perpetuate from the reply.
Bill Number	54-58	Perpetuate from the reply.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "23"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of the adjustment promised.
Unit Price	74-80	Enter: 74-77 year within decade and day of year adjustment promised (YDDD). 78-80 Leave blank.

APPENDIX C31

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "24"

Reply to QDR (SF 368) Promised Adjustment- Adjustment Not Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Enter the RI code of the office which replied to the Quality Deficiency Report (QDR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the QDR.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from the QDR.
Document Number	30-43	Perpetuate from the QDR.
Suffix Code	44	Perpetuate from the QDR.
Supplementary Address	45-50	Perpetuate from the QDR.
Signal Code	51	Perpetuate from the QDR.
Fund Code	52-53	Perpetuate from the QDR.
Bill Number	54-58	Enter bill number under which item was billed, if known. Otherwise, leave blank.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "24"

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Enter the amount of the adjustment promised.
Unit Price	74-80	Enter: 74-77 year within decade and the day of the year adjustment promised. 78-80 Leave blank.

APPENDIX C32

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "26"

Reply to ROD (SF 364) Promised Adjustment- Adjustment Not Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "26"
Day of year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Enter: 74-77 year within decade and day of year of ROD reply. 78-80 Leave blank.

APPENDIX C33

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "34"

Requisitioned Materiel Received- Request Billing Status

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the requisition.
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the requisition.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from the requisition.
Document Number	30-43	Perpetuate from the requisition.
Suffix Code	44	Perpetuate from the requisition.
Supplementary Address	45-50	Perpetuate from the requisition.
Signal Code	51	Perpetuate from the requisition.
Fund Code	52-53	Perpetuate from the requisition.
Bill Number	54-58	Enter the year and month the materiel was received: 54-55 Decade and year 56-58 Month
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "34"

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Leave blank.
Unit Price	74-80	Leave blank.

APPENDIX C34

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "41"

Request Copy of Billing

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Enter the RI code of the billing office.
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Leave blank.
Blank	21-22	Leave blank.
Quantity	23-29	Leave blank.
Document Number	30-43	Enter: 30-35 DoDAAC of the billed office. 36-40 Leave blank. 41-43 Year within decade and month of billing (YDDD).
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Enter DoDAAC to which copy is to be sent if different from the DODAAC of the billed office. Otherwise, leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Bill Number	54-58	Enter the bill number of the requested bill.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "41"
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	If known, enter the amount of the bill being requested. Otherwise, leave blank.
Unit Price	74-80	Leave blank.

APPENDIX C35

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "51"

Unable to Process Bill Under Interfund Procedures

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate the billing RI code from the SBR (DI code FS_).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Leave blank.
Blank	21-22	Leave blank.
Quantity	23-29	Leave blank.
Document Number	30-43	Leave blank.
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Leave blank.
Bill Number	54-58	Perpetuate from SBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "51"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the SBR.
Unit Price	74-80	Enter the billed office DoDAAC from the SBR.

APPENDIX C36

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "52"

Billed by Interfund When Requisition Specified Noninterfund Billing

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate the billing RI code from the SBR (DI code FS_).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Leave blank.
Blank	21-22	Leave blank.
Quantity	23-29	Leave blank.
Document Number	30-43	Leave blank.
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Leave blank.
Bill Number	54-58	Perpetuate from SBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "52"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the SBR.
Unit Price	74-80	Enter the billed office DoDAAC from the SBR.

APPENDIX C37

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "55"

Refer to Accompanying Letter of Explanation

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
DODAAC	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter appropriate code: 59 Blank or character significant to requestor. 60-61 "55"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Perpetuate from the DBR.

APPENDIX C38

REPLY TO REQUEST FOR ADJUSTMENT OF FUEL BILLING

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJR" to reply to initial or cancellation request. Enter "FJS" to reply to followup request.
RI Code	4-6	Perpetuate from the request (DI codes FJE, FJC, FJF).
Recipient of Billing Status Code	7	Perpetuate from the request.
Stock Number	8-20	Perpetuate from the request.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from the request.
Document Number	30-43	Perpetuate from the request.
Suffix Code	44	Perpetuate from the request.
Supplementary Address	45-50	Perpetuate from the request.
Signal Code	51	Perpetuate from the request.
Fund Code	52-53	Perpetuate from the request.
Bill Number	54-58	When the billing status code is "AI" or "DD" enter the bill number under which the adjustment or bill was processed. Otherwise, perpetuate from the request.
Billing Status Code	59-61	Enter: 59 Blank or character significant to the billing office. 60-61 Applicable status code.
Day of the Year	62-64	Enter day of year response is prepared. Must be forwarded within 3 calendar days of this day.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the adjustment amount.
Unit Price	74-80	Perpetuate from the request.

APPENDIX C39

REPLY TO FOLLOWUP FOR MATERIEL RETURNS PROGRAM CREDIT

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FTB".
RI Code	4-6	Perpetuate from the DI code FTP, Followup for MRP Credit (hereafter referred to as "followup").
Media and Status Code	7	Perpetuate from the followup.
Stock Number	8-22	Perpetuate from the followup.
U/I Code	23-24	Perpetuate from the followup.
Quantity	25-29	Perpetuate from the followup.
Document Number	30-43	Perpetuate from the followup.
Suffix	44	Perpetuate from the followup.
Supplementary Address	45-50	Perpetuate from the followup.
Signal Code	51	Perpetuate from the followup.
Fund Code	52-53	Perpetuate from the followup.
Blank	54-56	Leave blank.
Project Code	57-59	Perpetuate from the followup.
Priority Code	60-61	Perpetuate from the followup.
Day of Year	62-64	Enter day of reply.
Excess Transaction Status Code	65-66	Enter applicable code from MILSTRIP (reference(s)).
Blank	67-75	Leave blank.
Bill Number	76-80	Enter bill number under which credit was processed. If credit was not processed, leave blank.

APPENDIX C40

FOLLOWUP FOR MATERIEL RETURNS PROGRAM CREDIT

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FTP".
RI Code	4-6	Perpetuate from the DI code FTZ, ICP/IMM Materiel Receipt Status (hereafter referred to as "receipt status").
Media and Status Code	7	Perpetuate from the DI Code FTM, Shipment Status- MRP or receipt document.
Stock Number	8-22	Perpetuate from receipt status.
U/I Code	23-24	Perpetuate from receipt status.
Quantity	25-29	Perpetuate from receipt status.
Document Number	30-43	Perpetuate from receipt status.
Suffix	44	Perpetuate from receipt status.
Supplementary Address	45-50	Perpetuate from receipt status.
Signal Code	51	Perpetuate from receipt status.
Fund Code	52-53	Perpetuate from receipt status.
Blank	54-56	Leave blank.
Project Code	57-59	Perpetuate from receipt status.
Priority Code	60-61	Perpetuate from receipt status.
Day of Year	62-64	Enter receipt day from the receipt status.
Excess Transaction Status Code	65-66	Enter applicable code from MILSTRIP (reference(s)).
RI Code	67-69	Enter RI code of the reporting activity.
Blank	70	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Supply Condition Code	71	Perpetuate from receipt status.
Amount	72-80	Perpetuate the "expected credit" from the receipt status.

APPENDIX C41

REQUEST FOR RETRANSMISSION OF INTERFUND BILL

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	QB1.
RI Code	4-6	Enter RI Code "SGA" (for DAASO).
Blank	7-29	Blank.
Recipient	30-35	Enter DoDAAC of the office to which the bill copy is to be forwarded (if blank or invalid request will be rejected).
Year within Decade and Month	36-38	Enter the year within decade and month (YDDD) from the SBR.
Blank	39	Blank.
Bill Number	40-44	Enter bill number from SBR.
Billing Office	45-50	Enter billing office DoDAAC from SBR.
Blank	51-69	Blank.
Type Inquiry	70	Enter "A".
Blank	71-80	Blank.

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DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100
DLSSO-B

CHANGE NO. 1
DoD 4000.25-7-M

29 Jul 85

MILITARY STANDARD BILLING SYSTEM

I. DoD 4000.25-7-M, 30 Jan 85, is changed as follows:
Remove pages listed below and insert revised pages. Changes are indicated by marginal lines.

Remove Old	Insert New
iii and iv	iii and iv
vii	vii
ix thru xi	ix thru xi
xv thru xviii	xv thru xviii
1-5 and 1-6	1-5 and 1-6
1-9 thru 1-12	1-9 thru 1-12
2-1 thru 2-4	2-1 thru 2-4
2-11 thru 2-14	2-11 thru 2-14
3-1	3-1
4-3 thru 4-10	4-3 thru 4-10
5-5 thru 5-8	5-5 thru 5-9
A2-1	A2-1
A3-1 and A3-2	A3-1 and A3-2
A4-1 thru A4-3	A4-1 thru A4-3
B7-1 and B7-2	B7-1 and B7-2
B11-1 and B11-2	B11-1 and B11-2
B14-1 and B14-2	B14-1 and B14-2
C10-1 and C10-2	C10-1 and C10-2
C17-1 and C17-2	C17-1
C29-1 and C29-2	C29-1 and C29-2
C36-1 and C36-2	C36-1
C41-1	C41-1

II. This change sheet will be filed in front of the publication for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR

George A. White

GEORGE A. WHITE
Colonel, USAF
Staff Director, Administration

DISTRIBUTION
Defense Logistics Agency: 3
Army: C- Active Army, USAR, ARNG: To be distributed in accordance with DA Form 12-9A, requirements for AR, Financial Administration
Navy: Navy Standard Distribution List E2F (Code NAFC-521)
Air Force: F
Marine Corps: A-45

Military Standard Billing System
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ACRONYMS AND ABBREVIATIONS

Acronym or Abbreviation	Definition
ACP	Allied Communications Publication
AFAFC	Air Force Accounting and Finance Center
AFR	Air Force Regulation
AMCL	Approved MILSBILLS Change Letter
APO	Army/Air Force Postal Office
APOD	Aerial Port of Debarkation
AR	Army Regulation
ARFCOS	Armed Forces Courier Services
ASD	Assistant Secretary of Defense
ASD(C)	Assistant Secretary of Defense (Comptroller)
ASD(MI&L)	Assistant Secretary of Defense (Manpower Installations, and Logistics)
AUTODIN	Automatic Digital Network
AV	AUTOVON (Automatic Voice Network)
BAC	Billing Adjustment Code
BSC	Billing Status Code
CAO	Central Accounts Office
CAS	Contract Administration Services
COMM RI	Communications Routing Identifier
CONUS	Conterminous United States
DAAS	Defense Automatic Addressing System
DAASO	Defense Automatic Addressing System Office
DASD(MS)	Deputy Assistant Secretary of Defense (Management Systems)
DBR	Detail Billing Record
DFSC	Defense Fuel Supply Center
DFSP	Defense Fuel Support Point
DI	Document Identifier
DIST CD	Distribution Code
DLA	Defense Logistics Agency
DLAM	Defense Logistics Agency Manual
DLAR	Defense Logistics Agency Regulation
DLSS	Defense Logistics Standard System
DLSSO	Defense Logistics Standard Systems Office
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODAAD	Department of Defense Activity Address Directory
DODAAF	Department of Defense Activity Address File
EAM	Electronic Accounting Machine

Acronym or Abbreviation	Definition
FAS	Free Along Side
FF&V	Fresh Fruits and Vegetables
FMS	Foreign Military Sales
FMSO	Foreign Military Sales Order
f.o.b.	Free on Board
FPMR	Federal Property Management Regulation
FTS	Federal Telecommunications System
FY	Fiscal Year
GBL	Government Bill of Lading
GFM	Government Furnished Materiel
GSA	General Services Administration
IA	Implementing Agency
IC	Interim Change
ICP	Inventory Control Point
IL	International Logistics
ILCO	International Logistics Control Office
IMM	Integrated Materiel Manager
JANAP	Joint Army, Navy, and Air Force Publication
LIDS	Logistics Information Data Services
LOGAIR	Logistics Airlift
MAC	Military Airlift Command
MAP	Military Assistance Program
MCO	Marine Corps Order
MILSBILLS	Military Standard Billing System
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MOM	Military Official Mail
MRP	Materiel Returns Program
MSC	Military Sealift Command
NAFC	Navy Accounting and Finance Center
NATO	North Atlantic Treaty Organization
NAVSUP	Navy Supply Systems Command
NAVSUPINST	Navy Supply Systems Command Instruction
no.	Number
NSN	National Stock Number
ODASD(MS)	Office of the Deputy Assistant Secretary of Defense (Management Systems)
OJCS	Organization of the Joint Chiefs of Staff
OSD	Office of the Secretary of Defense

Acronym or Abbreviation	Definition
PC&H	Packing, Crating, and Handling
PCH&T	Packing, Crating, Handling, and Transportation
PIIN	Procurement Instrument Identification Number
PMCL	Proposed MILSBILLS Change Letter
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oil, and Lubricants
pos.	Position(s)
PROJ CD	Project Code
QDR	Quality Deficiency Report (SF 368)
R&D	Research and Development
RCS	Reports Control Symbol
RFID	Request for Implementation Date
RI	Routing Identifier
ROD	Report of Discrepancy (SF 364)
SAAC	Security Assistance Accounting Center
SAAM	Special Assignment Airlift Mission
SBR	Summary Billing Record
SF	Standard Form
TAC	Type Address Code
TFS	Treasury Fiscal System
TDR	Transportation Discrepancy Report[1]
U/I	Unit of Issue
U.S.	United States
USAF	United States Air Force
USAFAC	United States Army Finance and Accounting Center
USG	United States Government
WIP	Work in Progress

[1]Formerly referred to as DISREP, Discrepancy in Shipment Report.

DEFINITIONS AND TERMS

ACCESSORIAL COSTS. Certain expenses incident to issues, sales, and transfers of materiel. They are defined to include:

1. packing, handling, and crating costs
2. transportation costs
3. port loading and unloading costs
4. positioning costs

ADJUSTMENT REQUESTS. Data forwarded to billing offices to request and provide information necessary for adjustment of billings. Adjustment requests also include followups for adjustments for validated discrepancy reports and promised materiel return program credits.

ADMINISTRATIVE ADJUSTMENT REQUESTS. Requests for actions related to billings which do not involve monetary adjustment. Requests for billing status and copies of billings are examples of administrative adjustment requests.

ADMINISTRATIVE COSTS. General overhead expenses and other costs in operating the DoD or GSA logistics systems that are incident to the issue, sale, or transfer of materiel and are not included in the price of the materiel or as an accessorial cost.

ADVANCE PAYMENT. Amounts paid for materiel in advance of performance or delivery of the materiel. Amounts paid for other purposes in advance of the time the amounts are earned by the payee.

BILL. A statement of the amounts owed for the transfer or sale of materiel and for the performance of services incident to the transfer.

BILLED OFFICE. Any office designated to receive a bill.

BILLING ERROR. An error in a bill, at the bill or detail billing record level, which has one or more of the following characteristics:

1. duplicates a previous bill or detail billing record
2. contains an error in amount
3. assigns the wrong billed office; that is, designates the billed office in a manner which violates the requirements of MILSBILLS
4. was not billed under the proper method (noninterfund versus interfund)
5. should not have been billed; for example, was nonreimbursable, the requisition was cancelled, or accessorial charge was inappropriate.

BILLING OFFICE. An office which prepares bills for materiel and services which are subject to the requirements of MILSBILLS.

CENTRAL ACCOUNTS OFFICE. A central accounts office is an office which has been authorized by the Army, Navy, Air Force, or the GSA to report interfund and other disbursement data to the Department of the Treasury. Normally, these are the offices given the operational responsibility for implementing the service or agency level interfund procedures. These offices are USAFAC; NAFC; AFAFC; and GSA regional offices located in Fort Worth, TX; New York, NY; Kansas City, MO; Washington, DC; and San Francisco, CA.

CONSTRUCTIVE DELIVERY. The delivery of materiel to a commercial carrier, freight forwarder, United States or international post office, or customer at point of production, storage, or test. Delivery is evidenced by completed copies of shipping documents, MILSTRIP materiel shipping documents, or a list of deliveries in a post office.

CONUS. The conterminous United States is comprised of the 48 contiguous States and the District of Columbia.

DETAIL BILLING RECORD. The lowest level of detail in a bill. At this level of the bill, billings for materiel are identified by the document number. When more than one shipment is involved, the partial shipment, identified by a document number suffix, is the lowest level of detail.

DEFENSE LOGISTICS STANDARD SYSTEM. A DoD standard system authorized by DoD Directive 4000.25. The systems are:

DAAS[1]	Defense Automatic Addressing System
DoD LOGDESMAP	DoD Logistics Data Element Standardization and Management Program
DoDAAD	DoD Activity Address Directory System
DoDFMSCG	DoD Foreign Military Sales Customer Guide
ILCS[1]	International Logistics Communications System
MAPAD	Military Assistance Program Address Directory
MILSBILLS	Military Standard Billing System
MILSCAP	Military Standard Contract Administration Procedures
MILSPETS	Military Standard Petroleum System
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
RODS	Report of Discrepancy System

DISCREPANCY REPORT. A discrepancy report is any of the reports prescribed in DoD or joint Service or Agency publications for reporting item, transportation, or quality deficiencies. Examples of these reports are: SF 361, Transportation Discrepancy Report; SF 364, Report of Discrepancy; SF 368, Quality Deficiency Report (Cat. II).

[1]Administered by the DLA, others administered by the DLSSO.

DoD COMPONENT. Office of the Secretary of Defense, the Military Departments[2], the Organization of the Joints Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies.

DROP FROM INVENTORY. Reduction of the quantitative inventory balance.

DUPLICATE BILL. An exact duplicate of a previous bill or a bill supported entirely by duplicate billing records.

DUPLICATE DETAIL BILLING RECORD. A second or subsequent detail billing record for a single shipment.

FOREIGN MILITARY SALES. That portion of the United States security assistance authorized by the Arms Export Control Act, as amended. Within defense logistics standard systems, FMS is identified by the MILSTRIP document number: 1st position (Service/Agency code) of B, D, K, P, or T and a 5th position (FMS and Grant-Aid Type of Assistance code) of 3,4,5,6,7,8,U,V, or Z.

INTERFUND BILL. A bill processed under the interfund billing system. These bills are not only "bills" but notices to the billed office that its funds have been disbursed and the bill "paid."

INTERFUND BILLING SYSTEM. Is an automated billing and fund transfer system. Under this system, a billing office forwards an automated billing (up to 494 detail billing records and a summary billing record which summarizes the details and provides the necessary fund transfer information) to a billed office. During the same month, the billing office advises its central accounts office of the interfund transfers (self-reimbursements) it has made. The central accounts office reports these transactions to the U.S. Treasury and to the central accounts office of the office whose funds have been disbursed. The billed office's central accounts office maintains a suspense file to ensure that the charge is cleared. The billed office, through processes unique to each Military Department, clears interfund disbursements by either accepting the charge (the funds disbursed may be corrected at the time of acceptance) or taking action to have the billing office reverse the transfer.

NONINTERFUND BILL. A bill which requires the billed office to pay by check or otherwise take actions to reimburse the billing office. Examples of these bills are those which are prepared on an SF 1080, Voucher For Transfers Between Appropriations And/Or Funds, or, by GSA, on GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits.

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[2]For purposes of MILSBILLS, the US Coast Guard is not a DoD Component.

NONTRACEABLE SHIPMENT. A shipment by a mode or method wherein an audit trail between the various shipping elements and the consignee is not available or signed delivery receipts are not required from the consignee. Normally, shipments under mode/method codes G, H, and 6 are considered nontraceable. Exceptions to the nontraceability of these three modes include registered mail, certified return receipt, etc. Accordingly, the shipping transportation office normally must make the nontraceability determination.

OTHER DOD COMPONENT. A DoD Component identified by a DODAAC beginning with a Service/Agency code of "H." Examples include DMA, DNA, and NSA.

PACKING, HANDLING, AND CRATING COSTS. Costs incurred for labor, materiel or services in preparing materiel for shipment from or between storage and distribution points.

PORT LOADING and UNLOADING COSTS. Costs incurred for labor, materiel or services for loading, unloading, and handling at the ports of embarkation and debarkation.

POSITIONING COSTS. Costs incurred in pre-positioning items in the supply distribution system of a Military Department at locations outside the United States in anticipation of support to other authorized customers.

PREMIUM TRANSPORTATION. Transportation by other than conventional rail, motor, or water freight, or parcel post service (e.g. commercial air service, exclusive use of the vehicle).

PROGRESS PAYMENT. Amounts paid for goods or services, not yet delivered, to finance that portion on which performance has been completed.

REQUISITION. A customer order for materiel at the national stock number or equivalent level.

SUMMARY BILLING RECORD. A record, used in the interfund billing system, which summarizes the values of detail billing records and provides other information needed to support transfers of funds between appropriations.

TRANSPORTATION COSTS. Costs paid to common carriers or DoD activities to move materiel.

VALIDATED DISCREPANCY REPORT. A discrepancy report in which the authorized processing point has both accepted for processing and confirmed or has reasonable reason to believe the discrepancy has occurred. For adjustment purposes, a ROD for nonreceipt is considered validated when the nontraceability of the shipment is determined by the shipping office.

(6) Develop and submit to the MILSBILLS administrator a single, coordinated DoD Component position on all system revision proposals within the time limit specified by the MILSBILLS administrator.

(7) Participate in system surveillance, through onsite visitations in coordination with the MILSBILLS administrator.

b. Implement approved systems and revisions thereto and provide the MILSBILLS Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within 15 working days after the end of a designated semiannual cycle and shall begin with the first cycle following publication of the approved system change.

c. Accomplish internal training to ensure timely and effective implementation and continued operation of MILSBILLS. In addition, furnish copies of initial training instructions concerning MILSBILLS to the MILSBILLS administrator.

d. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

e. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the MILSBILLS administrator.

f. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by the DLSS.

g. Provide the DLA with an open rider requisition using Standard Form 1, "Printing and Binding Requisition," and bulk distribution lists to cover all printed changes to this manual and its supplement (DoD 4000.25-7-S1 (reference (b)). The Standard Form 1 will be sent to:

Hq, Defense Logistics Agency
Attention: DLA-XPD
Cameron Station
Alexandria, Virginia 22304-6100

h. Ensure that operating activities that support a MILSBILLS function comply with this manual and its supplement (reference (b)).

i. Furnish to the MILSBILLS administrator copies of supplemental and internal procedures, and changes thereto, related to the operation of MILSBILLS.

j. Report to the MILSBILLS administrator problems, violations, and deviations that arise during system operations.

F. FOCAL POINT COMMITTEE

1. Organization and Management. The MILSBILLS Focal Point Committee shall:

a. Consist of representatives from the DoD Components and other participating organizations for the MILSBILLS.

b. Be chaired by the MILSBILLS administrator.

c. Meet at least quarterly. Minutes of these meetings shall be distributed by the MILSBILLS administrator within 30 days.

2. Functions. The MILSBILLS committee shall participate in the development, implementation, and maintenance of the MILSBILLS.

3. Focal Point. The following have been designated as the office of primary responsibility or focal point for MILSBILLS matters within the following organizations:

Organization	Focal Points
Air Force	AFAFC/XSMM Denver, CO 80279-5000 (AV 926-4781)
Army	Assistant Comptroller of the Army (Finance and Accounting) ATTN: DACA-FAP-A Indianapolis, IN 46249-1026 (AV 699-3035)
Coast Guard	Commandant U.S. Coast Guard ATTN: G-FAD-1 Washington, DC 20593-0001 (FTS 755-7667)
Defense Automatic Addressing System Office	Defense Automatic Addressing System Office ATTN: DAAS-VL Gentile Air Force Station Dayton, OH 45444-5320
Defense Logistics Agency	Comptroller Defense Logistics Agency ATTN: DLA-CFS Cameron Station Alexandria, VA 22304-6100 (AV 284-6224)

will be numbered "IC 3-2". The MILSBILLS administrator will distribute copies of interim changes as indicated in lists provided by the MILSBILLS focal points.

H. PROPOSED CHANGES

1. Activities proposing revisions to this manual or its supplement (reference (b)) will forward the proposal to their focal point.

2. If concurred with, the focal point will forward the proposed change to the MILSBILLS administrator:

Defense Logistics Standard Systems Office
ATTN: DLSSO-B
Cameron Station
Alexandria, VA 22304-6100

3. The following information must accompany proposed changes to this manual when they are forwarded to the MILSBILLS administrator:

a. Concept. A narrative description of the idea underlying the proposed change. What is the basic idea or problem?

b. Rationale. An explanation of the need for the change. Why is it a problem?

c. Interface. Known or potential impact on other DLSS or nonDLSS DoD logistics or financial system(s). Who should be involved with or know of this proposal?

d. Expected Benefits. Operational statement identifying known or potential advantages resulting from the proposed revision. Disadvantages, when known, should be also addressed.

e. Proposed Change. Proposed wording changes for this manual and other DoD publications upon which this change is contingent or is affected by the change.

4. The MILSBILLS administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with the MILSBILLS focal points. A consecutively numbered proposed MILSBILLS change letter (PMCL) will be prepared to staff proposals. A minimum of 60 days will be allowed for staffing.

5. Prior to submitting proposed changes to the supplement (reference (b)) focal points will ensure that:

a. Treasury account symbols are valid or provide conversion instructions for reporting on the Statement of Interfund Transactions,

b. Suffix/limit codes cited on department "97" appropriations are valid as determined by OSD (reference (d)), and that

c. DODAACs cited are listed in the DODAAD (reference (e)).

6. Changes to the supplement (reference (b)) will normally be approved and published without coordination. When a standard procedure or policy is involved a proposed change to the appropriate provisions of this manual must accompany the change to the supplement. Changes to fund codes which denote billing under noninterfund procedures must be staffed.

I. APPROVED CHANGES

1. Coordination. After a proposed change to this manual is approved, the MILSBILLS administrator will, in coordination with the MILSBILLS focal points, establish an effective date for the change. Coordination will be effected through agreements reached during DoD MILSBILLS focal point committee deliberations or, in most cases, through letters to the MILSBILLS focal points.

2. Preferred Implementation Date. Request for implementation date (RFID) letters will allow the MILSBILLS focal points a minimum of 60 days for staffing. Changes will normally be effective on April 1 or October 1. Preferred dates more than 1 year in the future will also indicate whether or not any portion of the approved change can be implemented with 1 year's notice.

3. Effective Date

a. Following receipt and evaluation of DoD Component and participating Agencies preferred implementation dates, the MILSBILLS administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced by the MILSBILLS administrator through release of an AMCL.

b. Except for fund codes denoting billing under noninterfund procedures, changes to the supplement (reference (b)) will be effective as of the date (first of a month) indicated by the focal point. However, when the change is received by the MILBILLS administrator less than 60 calendar days before the desired effective date, the change will be published effective the next scheduled period or as soon as possible.

4. Approved MILSBILLS Change Letters (AMCLs). AMCLs will be consecutively numbered and are provided to formally notify system participants of approved changes. AMCLs may also be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The MILSBILLS administrator will distribute copies of AMCLs as required by lists provided by MILSBILLS focal points.

5. Implementation. DoD policy (see section D) requires full implementation of MILSBILLS. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the ASD(C) for decision.

J. SUPPLEMENTAL PROCEDURES

Supplemental procedures issued by DoD Components and participating agencies are authorized when additional detail instructions are required. The following publications supplement the provisions of this manual within the DoD Components and participating agencies:

1. Army: AR 37-12, Interfund Billing, Collection and Reporting Procedures;

2. Navy and Marine Corps: Navy Comptroller Manual; Volume 8, Chapter 6, Part B;

3. Air Force: AFR 177-101, Part Four, Chapter 27, Section K;

4. DLA: DLAM 7000.1, Accounting and Finance Manual, Chapter 11;

5. GSA: (a) FPMR-101.26-8, Discrepancies or Deficiencies in GSA or DoD Shipments, Material or Billings and

(b) FPMR 101-2.1 - Billings, Payments and Adjustments.

K. QUARTERLY STATUS REVIEW

The MILSBILLS administrator will disseminate the quarterly status review required (section E) by DoD Directive 4000.25 (reference (a)) within 2 weeks of the close of the quarter. The report will be in two parts, one for open proposals in process and another for approved changes which are effective during the reporting or a future period.

L. SEMIANNUAL IMPLEMENTATION STATUS REPORT (RCS: DD-MIL(Q&SA)1419)

1. Purpose and Report Control Symbol. DoD Directive 4000.25 requires the DoD MILSBILLS administrator to ensure uniform implementation of the Directive by securing from DoD Components and participating agencies, on a semiannual basis, status information concerning implementation of approved MILSBILLS revisions. The reporting requirement ends after a status of fully implemented throughout the Component or Agency is provided. The purpose is to identify and resolve problems prior to the effective date. The Directive assigned RCS: DD-MIL(Q&SA)1419 as the report control symbol.

2. Report Form. The report must provide, at a minimum, the following information:

a. Title. Semiannual Implementation Status Report.

b. Report Control Symbol. RCS: DD-MIL(Q&SA)1419

c. As of Date. 1 January or 1 July

d. Approved MILSBILLS Change Number.

e. Effective Date. As indicated on the AMCL.

3. Due Date. The report must be forwarded to the Chief, Defense Logistics Standard Systems Office, ATTN: DoD MILSBILLS Administrator to arrive within 15 working days of the "as of" date of the report.

M. NONCOMPLIANCE WITH PRESCRIBED MILSBILLS PROCEDURES AND OTHER UNRESOLVED PROBLEMS

If reasonable attempts to obtain compliance with prescribed procedures or resolution of MILSBILLS related problems are unsatisfactory, the activity having the problem will request assistance from their MILSBILLS focal point. The request will include copies of all correspondence pertinent to the problem; such as, the requisition number, number and date of bill, billing office, and the shipping office. The focal points involved will take the necessary actions to resolve the issue or problem. Necessary actions may include requesting assistance from the MILSBILLS administrator. The MILSBILLS administrator will follow the procedures described in section E.

N. MINIMIZE CONDITIONS

When a minimize condition is imposed at a location, MILSBILLS documents and reports which are normally forwarded to that location via AUTODIN will be forwarded, instead, by regular mail for CONUS addressees and airmail for overseas addressees. If neither the originating office nor DAASO is under minimize, MILSBILLS documents and reports may continue to be forwarded to DAASO via AUTODIN for further routing to the end destination.

O. SIMULATED MOBILIZATION EXERCISE

DI code "H" series transactions have been reserved for use during simulated mobilization exercises in lieu of the normal "F" series DI codes. Although use of the "H" series DI codes is not mandatory, when exercises call for generating records prescribed by MILSBILLS, use of the "H" series DI codes is recommended.

CHAPTER 2

BILLING PROCEDURES

A. BILLING POLICIES

DoD Directive 7420.1 (reference (f)), DoD Directive 7220.9 (reference (g)), and DoD Instruction 7420.12 (reference (h)) provide the DoD policies governing procedures in this chapter.

B. CRITERIA FOR BILLING

1. Shipments from Stock. Billings will be effected on the basis of drop from inventory, provided that notification of warehouse refusal or other advice of nonavailability has not been received by the inventory control point within 7 calendar days of drop from inventory. Exceptions are as follows:

a. Billings for foreign military sales and military assistance program shipments will be effected upon constructive delivery.

b. Billings for bulk POL shipments under mode/method codes 2,8,W, and Z will be effected upon receipt notification provided that such notification has been received by the billing office within 15 days of the date of delivery; otherwise, billing will be effected upon notice of shipment or issue.

c. Billings for perishable subsistence chill and freeze items will be effected upon drop from inventory. Billings for fresh fruits and vegetables will be effected upon receipt of an issue transaction from a Defense Subsistence Office.

d. MAP sales requisitioned under authority of Section 506 of the Foreign Assistance Act (FMS/MAP Type of Assistance Code "C") may not be billed until funds are appropriated. The determination to use Section 506 does not provide obligation or disbursing authority. Section 506 permits the drawdown of existing DoD stocks subject to an appropriation to be made at a later date to effect reimbursement to the Defense accounts. Should Congress fail to appropriate funds for this purpose, the Defense account must absorb these costs. Section 506 drawdowns of GSA or other non-DoD stocks are not authorized.

2. Direct Deliveries of Materiel from Contractors. When an inventory manager is out of stock, does not carry an item or otherwise requests direct delivery of materiel from a vendor, the billing will be effected upon notification of receipt of materiel by the customer or notification of shipment by the vendor. However, issues by mode/method codes 2, 8, W, and Z will be billed based upon the issue transaction if the notification is not received by the inventory manager within 15 days of the date of issue.

C. PREPARATION OF BILLS

1. General

a. Bills will be prepared within 30 days of the criteria provided in section B and will identify each shipment or delivery.

b. When unbilled item(s) for one DoD customer total less than $100, billing for the item(s) may be suspended until such time as the total of the unbilled items equals or exceeds $100; except that all unbilled item(s), regardless of value, will be billed at the end of a fiscal year quarter (December 31, March 31, June 30, or September 30) or whenever a credit billing line is involved.

2. Method of Billing

a. Billings to DoD offices will be under interfund procedures except as provided below.

b. Billing will be under noninterfund procedures when:

(1) the bill-to office is non-DoD (bill-to service code is numeric, "G" or "Z"),

(2) the bill-to office is an Army or Navy contractor (bill-to service code is "C" or "Q"),

(3) the bill-to office is DoD (bill-to service code is alpha other than "C", "G", "Q", or "Z") and the fund code requires noninterfund billing,

(4) the bill-to office is an other DoD Component and the fund code is not listed in the other defense agencies ("A") appendix of the supplement.

3. Determining Billed Offices

a. Billed offices will be assigned in accordance with the signal code cited on the requisition, report of excess, etc. When the signal code is "C" or "L", the billed office is assigned by converting the fund code to a billed DODAAC. The B series appendices of the supplement (reference (b)) provide appendices to be used, in conjunction with the service or agency code of the requisitioning DODAAC, to convert fund codes to billed DODAACs.

b. Whenever the coding or other information provided on a requisition, report of excess, or other order does not designate a DODAAC currently published in the DODAAD (reference (e)), the requi-

sitioning, excess reporting, or activity submitting the document will be designated[1] as the billed office. For IL requisitions, the requisitioning control office (Army/ W25PØ2, Navy/ N65916, and Air Force/ FA23Ø3) will be assigned as the billed office.

c. The mailing address for noninterfund bills will be the clear text address prescribed for billing (TAC 3 if assigned, otherwise, the TAC 1) in the DODAAD and the routing for interfund bills will be based on the same criterion.

4. Nonreimbursable Bills

a. Except for the provisions of subparagraph c below, materiel issued under nonreimbursable procedures will be reported to the billed office using the FE_ series DI codes.

b. DoD 7220.9-M (reference (i)) provides that if the amount of billings for any one customer is less than $100 at the end of a fiscal year quarter the billing may be waived. Working capital funds and the Corps of Engineers civil works funds must not waive reimbursement of any amount.

c. GSA sometimes, at its discretion, processes requisitions of $1 or less without billing. Therefore, any DoD Component having such items unbilled 60 days after receipt of materiel may assume that they will not be billed and cancel the obligation accordingly.

5. Interfund Bills

a. Interfund bills will be transmitted to the offices billed no later than the fifth working day of the month following the month in which reimbursement is credited to the account of the billing office. Transmission to the offices billed will be by AUTODIN when available. When billings are transmitted directly to the billed office by AUTODIN, "text" or "header" records will designate the internal routing, e.g., "For Accounting and Finance Officer." When billings are transmitted to DAASO (COMM RI code = RUEOZZA) for routing to the billed office "text" or "header" records are not needed. When AUTODIN is not used, interpreted (printed) billing records will be mailed to the billed office.

b. Separate detail billing records, selected from the "B" series appendices, will be prepared for each shipment or delivery supporting the summary billing record.

c. The A series appendices of the supplement (reference (b)) provide appendices to be used, in conjunction with the Service/Agency code of the billed DODAAC, to convert fund codes to appropriations.

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[1]Billing offices have until 1 Nov 89 to implement this provision.

d. A separate interfund bill will be prepared for billings applicable to a given billed office for each appropriation and fund code within appropriation or when the sum of the detail billing records equals exceeds 10 million dollars. A summary billing record may not summarize more than 494 detail billing records.

6. Noninterfund Bills

a. An SF 1080, Voucher for Transfers between Appropriations and/or Funds (figure 2-1) or other form approved by Treasury, such as GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits (figure 2-3) will be used as the billing document for noninterfund bills. A computerized version (figure 2-2) of the SF 1080, the SF 1080-EDP, is also available.

b. An original and two copies of the noninterfund billing will be provided to the office billed. If an identification or bill number is used, only an original and one copy will be sent.

c. Noninterfund billings will be supported by the following minimum information: Document order number, article or services, delivery date, quantity and price. The first two items of information will usually be satisfied by the requisition document number and national stock number. The delivery date is the same as the day of year prescribed for the detail billing record appropriate for the issue. Billing offices need not provide EAM cards in the format prescribed in the B series appendices.

d. The procedures described in this section are based upon procedures prescribed by the Department of Treasury in chapter 2500 of the Treasury Financial Manual (reference (j)).

D. RETAIL LOSS ALLOWANCE

1. DoD Directive 7420.1 (reference (g)) requires the DLA Defense Stock Fund and other wholesale stock funds, as appropriate, to include an additional surcharge factor in their standard prices to compensate the fund for retail stock normal operating losses.

2. When a retail loss allowance surcharge is included in the standard price of commodities under the integrated management of a DoD Component, a retail loss allowance will be applied as a reduction to the net materiel charges included in the billing for items of those commodities. The allowance is applied at a rate which is equivalent to the retail loss surcharge factor included in the standard price of the materiel commodity. The allowance will be supported by a billing record in the DI code FL_ series format.

3. Retail loss allowances are not provided on sales to foreign, state, municipal governments/private parties, or nonappropriated activities. Retail loss allowances are not provided on into-plane sales.

b. When billed via interfund, accessorial and administrative costs billings will follow the procedures and formats prescribed for the charge.

2. DoD Shipments. DoD Instruction 7510.4, (reference (l)) provides the DoD policy for billing accessorial and administrative costs.

3. GSA Shipments. GSA will assess accessorial and administrative costs on shipments to DoD as indicated in this section.

a. Transportation

(1) Except as outlined in paragraph (2) below, GSA will pay transportation charges on stock items to:

a Consignees in the CONUS and, where scheduled surface commercial transportation services are available, Hawaii, and Commonwealth of Puerto Rico, the Virgin Islands and the southeast peninsula of Alaska, central Alaska (rail belt) and Kodiak Island.

b A U.S. port of embarkation for overseas destinations not included in (1) above.

(2) GSA will not pay transportation charges for shipments of nonstock items, purchased f.o.b. origin, to a CONUS destination or a U.S. port of embarkation. GSA will, however, prepay the transportation charges and bill the agency, as a separate item.

b. Packing, Packaging and Preservation

(1) Charges will be assessed at the rate of 6 percent of the value of the materiel ordered and delivered with both level "A" and level "B" pack through GSA regions to DoD customers overseas except as otherwise specified in (2) below.

(2) Charges will not be assessed for materiel delivered with level B pack to customers located in Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands and the southeast peninsula of Alaska, central Alaska (rail belt) and Kodiak Island.

(3) Annually GSA will propose changes in the above rates based on reviews of actual costs for use throughout each fiscal year and advise the ASD(C) sufficiently in advance for appropriate program and budget planning.

(4) GSA surcharge or packing, packaging, and preservation for DoD Components will be assigned the same bill number as the related materiel.

c. Fund Code Charged. GSA billings for accessorial costs incurred for supply items requisitioned by DoD activities will reflect the following fund codes (* denotes the FY within decade of the billing date):

DoD Components	Assign Fund Code
Army	* 1 for billings for accessorial costs if the fund code in the materiel billing designates account 21X4991; otherwise, use the fund code cited on the requisition.
Navy	"XT".
Others	cited on the requisition.

I. BILLING FOR PROGRESS AND ADVANCE PAYMENTS

1. Progress Billings

a. Progress payments may be billed via interfund whenever the order received from the customer specifies that progress billings via interfund are authorized. Interfund billings for progress payments will use DI code FU1/2. Documentation of the agreement by the customer to allow progress billing via interfund may be used in lieu of a specific provision on each order.

b. Billings made for progress payments will be based upon documentary evidence of satisfactory performance and will not exceed the amount of the customer order.

c. The billing office will offset bills for deliveries against all outstanding progress billings related to those deliveries. Billing records will be reported for both the full value of the shipment (i.e., DI code FA1) and the amount of the progress billing being liquidated. The billing method elected for the progress payment will also be the method used to bill for the delivery.

d. Although multiple progress bills may have been submitted against an order, a single recoupment billing record may be reported for the total amount of the progress billings.

2. Advance Billings

a. Advance billings may not be billed via interfund. When authorized, advance funding will be satisfied via noninterfund and by the use of appropriation level, rather than project or order level, advances.

b. Advances received must be returned or applied to accounts receivable before the end of the fiscal year.

J. CORRECTION OF ERRONEOUS BILLINGS

When a billing office finds it has issued a bill containing one or more billing lines requiring correction in some way, it will reverse such charges or credits- and only such charges or credits- irrespective of dollar amount and include corrected charges or credits in a subsequent bill. The corrections will be processed as soon as it is practical and will not await customer requests for adjustments.

K. CANCELLATIONS

When an ICP determines that a requisition (and related shipments) has been cancelled, any billings which were generated for that requisition will be reversed in the first available billing cycle. When the cancellation involves diverting materiel back to stock, the billing will be reversed upon receipt of the materiel. Any charges related to the cancellation, such as contract termination costs, will be billed by noninterfund procedures.

L. RETENTION OF BILLING RECORDS

1. Records supporting MAP or FMS billings will be maintained for 2 years and others for 1 year after the billing month.

2. Adjustment processing activities will retain the necessary records for whatever time period required to enable them to process adjustments when the request or discrepancy report leading to the adjustment is received within allowable timeframes.

M. ROUTING AND RETENTION OF INTERFUND BILLS BY THE DAASO

1. All sellers are encouraged to forward their interfund bills to the DAASO for routing to the billed office.

2. Interfund billings to be routed by DAASO must be transmitted to DAASO with a Content Indicator Code of "IFBB". The DAASO "Route to" COMM RI code must be "RUEOZZA". Billing offices will not forward copies of bills to DAASO for routing if the office to receive the copy differs from the actual billed office.

3. An interfund bill message may consist of a summary billing record (DI code FS_) and one or more detail billing records but shall not contain more than 495 records (DI codes FS_, FL_, FA_, etc.) on the message. With the header and trailer records, messages will consist of no more than 497 records.

4. DAASO will edit each interfund bill to ensure that:

a. The record count shown in pos. 5-7 of the summary billing record equals the actual count of the supporting billing records.

b. The bill-to address shown in pos. 30-35 of the summary billing record is a valid DoDAAC.

c. The amount show in pos. 65-73 of the summary billing record equals the sum of the amounts shown in pos. 65-73 of the supporting billing records.

5. DAASO will reject interfund bills which fail any of the edits. Rejected interfund bills will be returned to the originating communications center with a narrative description indicating the reason for rejection. Billing offices must correct the rejected bills and resubmit them to DAASO. Both corrected bills and billing office interfund reports, when appropriate, will be forwarded to the offices involved.

6. Upon successful completion of the edits, DAASO will route interfund bills by an appropriate means (AUTODIN, mail, message, etc.) to the billed office. A narrative header record "For Accounting and Finance Officer" will be included with each interfund bill.

7. The DAASO will retain[2], in their files, non-FMS interfund bills routed by them for 1 year and FMS interfund bills for 2 years. Chapter 4 prescribes procedures for obtaining copies from DAASO.

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[2]The retention of DoD interfund billings began with bills dated October 1984. The GSA retention began with August 1984 bills.

CHAPTER 3

PROCESSING AND PAYMENT OF BILLS

A. PAYMENT OF NONINTERFUND BILLS

1. Bills are due upon receipt and shall be paid promptly; that is, within 30 calendar days of the bill date. The following exceptions apply:

a. Bills for issues to NATO (SHAPE) (identified by billed office DoDAAC WM197K) are due 120 calendar days after the billed date.

b. Bills for issues to UN Peacekeeping Forces (identified by billed office DoDAAC WN7GX8) are due 120 calendar days after the billed date.

2. When both the appropriations to be reimbursed and disbursed are within the DoD, bills may be paid either by check or through cross disbursing (no check) procedures. Payments involving appropriations outside the DoD will be by check.

3. All payments will include either:

a. the identification (bill or statement no.) of the bill, or
b. a copy of the bill.

B. PROCESSING INTERFUND BILLS

Interfund bills are notices of disbursement of billed office funds by the billing office. Accordingly, billed offices will take prompt action to suspend, correct, or accept the disbursement. These actions will be accomplished as prescribed in the appropriate Service or Agency interfund reporting and clearance procedure.

C. ADJUSTMENTS

1. Billed offices will review all charges to ensure that items billed were ordered and that obligations are adjusted when appropriate. All requests for adjustments of billings will be prepared in accordance with chapter 4.

2. Billing or other discrepancies that do not meet the criteria for requesting adjustment, described in chapter 4, shall be recorded as obligations, funds disbursed, and expenses.

3. Offices designated to receive MRP credit will follow up on the credit when the credit has not been received and more than 60 calendar days have elapsed since the materiel receipt status (DI code FTZ), citing a credit status, is received. Followup (the initial request) will be in the DI code FTP record format. A second DI code FTP record will be submitted if a reply or credit is not received within 60 calendar days of the initial request.

4. Follow the procedures prescribed for noncompliance (chapter 1) when:

a. Requests for adjustments or MRP credits remain unanswered for more than 30 calendar days after the second followup and

b. No interim response is received within 30 calendar days, and

c. If, an interim response was received, the date promised has passed.

D. PROCESSING ADJUSTMENTS AND REQUESTS FOR ADJUSTMENT OR MRP CREDIT

1. Adjustments, when warranted, will be at the price originally billed.

2. Billing offices will respond to all requests for adjustment within 30 calendar days of the date the request is submitted, via AUTODIN in the DI code FAR or FJR format.

3. Billing offices will respond to all first followup requests for adjustment within 21 calendar days of the date the request is submitted and respond, via AUTODIN, in the DI code FAS or FJS format.

4. Billing offices will respond to second followup requests for adjustments and MRP credit by letter or message within 14 calendar days of receipt. If the request cannot be answered within the 14 days, the billing office will send an interim response by letter or message. The interim response will indicate the date, not to exceed 30 calendar days, a response will be forwarded by letter or message.

5. All responses to adjustment requests will be forwarded to the office designated by the recipient of billing status code. Adjustments will be forwarded to the office originally billed.

6. Billing offices will respond to initial requests and first followup for MRP credit in the DI code FTB format. Responses will be forwarded, via AUTODIN, to the office designated by the materiel receipt status (DI code FTZ).

E. INCOMPLETE BILL PROCEDURES

1. An incomplete bill is one in which the bill, either interfund (DI code FS_ record) or noninterfund (SF 1080 or equivalent), is not fully supported by detail billing records or information.

2. Since the DAASO will not pass incomplete interfund bills to billed offices, a copy of the "incomplete" interfund bill will first be requested from the DAASO. If DAASO is unable to provide the copy, a request citing BAC "19" will be forwarded to the billing office.

3. In addition to responding to the request, whenever the bill referred to is on file, billing offices will always provide a fully supported copy or corrected bill to the billed office.

F. BILLING STATUS PROCEDURES

1. When requisitioned materiel is received, intended billed offices must seek the status of the billing. This is consistent with the concepts underlying DoD accounting theory and practice as prescribed in chapter 11 of the DoD Accounting Manual (reference (i)). If materiel was not requisitioned, or if requisitioned materiel was not received, MILSBILLS procedures do not apply. Contact the local supply or requisitioning office for appropriate procedures.

2. At least 60 calendar days must have elapsed after receiving the materiel before requesting the status of the bill. However, the status must be requested within a year of date of shipment (2 years for FMS shipments). Billing offices will deny requests for status which are not submitted within these timeframes.

3. When the request for billing status involves fuels and is forwarded to the DFSC (RI code S9F), the request will be mailed and will identify the supply source. If the supply source is a DFSP, provide the DODAAC of the DFSP. If the supply source is a contractor, including contractor into-plane, provide the contract number.

4. Except for billings awaiting evidence of shipment or receipt, billing offices will not generate bills based solely upon a request for billing status.

5. DoD policy (chapter 41 of reference (i)) has allowances for writing off unbilled liabilities and deobligating the related obligation when an invoice has not been received within 180 days from the date of acceptable final performance and there is documentation on file that at least two written requests for an invoice have been made. Refer to the reference for other conditions which must be met, such as establishing a reserve for late bills.

G. BILL COPY PROCEDURES

1. Requests for copies of interfund bills will be forwarded to the DAASO if the DAASO record retention period has not expired. The

request will be forwarded, via AUTODIN, in the DI code QB1 format, by mail or message using CIC "IFBB". When forwarded via AUTODIN, the record will be sent to COMM RI "RUEOZZA"; when mailed, it will be addressed to:

Defense Automatic Addressing System Office
ATTN: DAAS-VL
Gentile Air Force Station
Dayton, OH 45444-5320

The DAASO will accept telephone requests (Autovon 986-6395) for copies. Telephone requests will be limited to no more than five bills.

2. DAASO will retransmit a copy of all interfund bills wherein the billing office DODAAC, bill number, and year within decade and month of credit matches the same information on the request.

3. DAASO will send a service message to the originator when DAASO is unable to retransmit a requested bill.

4. If the DAASO responds that it has no record of the bill, the originator will review the request for correctness. If the request (DI code QB1) is found to have been incorrect, the originator will forward a corrected request to the DAASO. Otherwise, the originator will forward a request, in the DI code FAE or FJE format prescribed for BAC "41", to the billing office.

5. Requests for copies of noninterfund bills will always be forwarded to the billing office, via AUTODIN when available, in the DI code FAE or FJE format prescribed for BAC "41".

6. Billing offices failing to respond to requests for copies of interfund bills, when such requests are received within the record retention period, will be directed by their Service or Agency headquarters to reverse the billing. Billed offices will absorb all charges, in the manner prescribed by their Service or Agency, when the record retention period has elapsed and they have failed to obtain copies of bills.

7. Billing offices are not required to provide detail billing records using EAM cards to DoD Components in support of a noninterfund billing or in response to a request for a copy of an interfund bill.

H. REQUEST REBILLING UNDER NONINTERFUND PROCEDURES

1. When a billed office is unable to process a billing record under interfund procedures, the billed office may have the item or items billed under noninterfund procedures by forwarding a request for billing adjustment citing BAC "51".

2. Use of this billing advice code is an admission by the billed office that the requisition was incorrectly coded. Refer to the section on billing errors if the requisition was improperly billed under interfund procedures.

3. Requests citing BAC "51" may be submitted only when the funds involved may not be disbursed under interfund procedures. All such requests, submitted in accordance with procedures prescribed in this chapter, will be honored by the billing office.

I. ADJUSTMENTS FOR DISCREPANCY REPORTS

1. Discrepancy reports will be submitted, reviewed, processed, validated, and responded to in accordance with procedures prescribed for the discrepancy:

Transportation Discrepancies (reference (p))
Item and Packaging Discrepancies (reference (q))
Discrepancy Reports Against FMS Shipments (reference (o))
Quality Deficiencies Across Component Lines (reference (r))

2. Financial adjustments related to discrepancy reports will be processed in accordance with this manual.

3. Billing offices will process financial adjustments when the discrepancy report is validated and all of the following MILSBILLS or GSA criteria are met:

a. The discrepancy was not resolved otherwise; e.g., the vendor does not replace deficient materiel for a validated QDR.

b. The materiel was billed previously.

c. The materiel is received by the depot in those cases where the discrepancy report reply requires the return.

d. The TDR or QDR exceeds $25 per line (DBR) or the ROD exceeds $50 per line (DBR) for discrepancies involving GSA shipments. This GSA policy applies only to GSA shipments. There are no dollar value limitations for discrepancies involving DoD shipments.

e. The discrepancy report for a GSA shipment is received by GSA, except when extenuating circumstances or high dollar value warrants special consideration, within the following timeframes:

(1) Within 1 year of the date of shipment for quality deficiencies (QDRs) except:

(a) For items under warranty which must be received within the time limits prescribed in the individual warranty.

(b) For shelf-life items which must be received prior to the expiration of the shelf-life period and within 1 year of the date of shipment.

(2) Within 180 calendar days of the date of shipment for other than quality deficiencies except:

(a) For shipments to MAP consignees which must be received within 18 months of the date of shipment.

(b) For shipments to consignees located in the CONUS, Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island which must be received within 120 days of the date of shipment.

4. When a reply to a discrepancy report improperly commits the billing office to providing an adjustment; e.g., shipment was never billed, the billing office will ask the replying office to correct the reply to the discrepancy report.

5. Requests for adjustments related to TDRs (BAC "21") will not be submitted unless the adjustment is not received and more than 60 calendar days have elapsed since the report was filed.

6. Requests related to QDRs (BAC "24") and RODs (BAC "26") will not be submitted until a minimum of 60 calendar days have elapsed since receiving notification that the discrepancy is validated; that is, that an adjustment is approved. When the adjustment is contingent upon the return of materiel, the request will not be submitted until a minimum of 60 calendar days have elapsed since shipping the materiel.

J. ADJUSTMENTS FOR BILLING ERRORS

1. The following adjustments are considered billing errors and will not be accepted for processing if the minimum value criterion for requesting adjustments is not met:

Duplicates
Wrong amount billed
Wrong office billed
Improper bill
Promised adjustment not received
Other problems

2. Duplicates

a. A duplicate billing record is a second or subsequent billing record for a single shipment or adjustment. If the second or subsequent billing resulted from a second or subsequent shipment, MILSBILLS adjustment procedures do not apply; see instead discrepancy report procedures for duplicate shipments (references (o) and (q)).

b. To obtain adjustments for duplicate billing records, not previously adjusted by the billing office, submit a separate request (DI code FAE or FJE) for each duplicated billing record in the format prescribed for BAC "11".

c. A duplicate bill (BAC to be developed) is a bill, either interfund or noninterfund (SF 1080 or equivalent), wherein the bill is supported entirely by duplicate billing records. In the case of interfund bills, the bill is also included on the billing office's interfund report.

3. Wrong Amount Billed

a. A wrong amount billed refers to a detail billing record in which the unit price, quantity, or price extension is erroneous. The error may be in either direction and will be reported in the DI code FAE or FJE format prescribed for BAC "12".

b. Do not request adjustment for wrong amount if:

(1) The unit price is the standard or catalog price and you are questioning the price. Follow price challenge procedures described in section J instead.

(2) The extension does not agree with the amount billed and a sales price condition code of "B" is indicated. In this case, the unit price shown on the billing record is the inventory carrying value, the standard unit price. The billing unit price, if needed, must be computed.

(3) The quantity billed equals the quantity ordered or shipped and a lessor quantity is received. Follow the appropriate discrepancy reporting procedure instead.

4. Wrong Office Billed

a. Request an adjustment for wrong office billed when the office billed does not agree with the coded requirements of the requisition and the coding indicates a valid billed office DODAAC; that is, one listed in the DODAAD (reference (e)), or when the billed office for adjustments differ from the office originally billed.

b. If the coded information on the billing record used to derive the billed office differs from the same information provided on the requisition, the request must be sent by letter or message and include this point as well as the information prescribed for requests citing BAC "13". If the billing was prepared in accordance with the requisition or modification received by the ICP or IMM, the request will be denied.

c. If the coded information used to derive the billing office does not provide for a valid DODAAC and the billing office assigned the office as prescribed in chapter 2, adjustment will be denied.

d. When the billing office assigned the billed office as prescribed in chapter 2 and the office assigned is not the intended office, the billed office will transfer or otherwise process the bill in accordance with procedures prescribed by the Service or Agency. If the offices involved are not part of the same Service or Agency, the billed office will contact the intended billed office or requisitioner and make arrangements for transferring the bill. When satisfactory arrangements for transferring the bill cannot be made, the billed office will follow procedures in chapter 1 for unresolved problems.

5. Improper Billing

a. For purposes of this section, an improper billing is one wherein a detailed billing record is received:

(1) charging for materiel requisitioned under nonreimbursable procedures,

(2) charging improperly for accessorial costs,

(3) billing for materiel when the materiel is not received and cancellation of the requisition by the ICP or IMM was confirmed,

(4) billing for materiel when the materiel is not received and the ICP or IMM advised that the materiel was backordered,

(5) following billing office reply that a billing could not be rendered, and

(6) under interfund procedures when the coding of the requisition or excess report, in conjunction with MILSBILLS procedures, require billing under noninterfund procedures.

b. Nonreimbursable. Forward a request for adjustment in the format prescribed for BAC "14" when the coding of the requisition indicates that the materiel was requisitioned under nonreimbursable procedures and a billing was received.

c. Accessorial. A request for adjustment in the format prescribed for BAC "15" will be forwarded whenever accessorial costs are charged and the charges are not in accordance with chapter 2. Requests for adjustments of below-the-line accessorial charges on FMS billings prepared by the SAAC will be processed in accordance with procedures prescribed in the FMS Financial manual (reference (n)).

d. Cancelled. When a billing for materiel is received on a requisition which was confirmed cancelled by the ICP or IMM and the

materiel is not received, a request for adjustment in the format prescribed for BAC "17" will be forwarded to the billing office. When the materiel was received or if the requisition was not confirmed cancelled by the ICP or IMM, MILSBILLS procedures do not apply. Follow instead procedures prescribed for reporting RODs. Although annotations on a shipping document, in conjunction with other factors, may support a discrepancy report, they do not support an adjustment for improper billing. A validated discrepancy report is needed.

e. Backordered. A request for adjustment in the format prescribed for BAC "18" will be forwarded to the billing office whenever a billing is received on a requisition which was backordered and the ICP or IMM has provided MILSTRIP (reference (s)) status, after receipt of the billing, confirming that the materiel is still backordered. Do not submit requests citing BAC "18" prior to obtaining this status.

f. Billing cannot be rendered. Billed offices will request adjustments in the format prescribed for BAC "20" whenever the billing office issues a bill after advising, in a response to a request for billing status (BSCs DC and DF), that a bill could not be rendered.

g. Improper interfund. Whenever billing offices bill under interfund procedures and MILSBILLS procedures do not prescribe billing under interfund procedures, billed offices will forward requests for adjustment in the format prescribed for BAC "52". When MILSBILLS procedures prescribed billing under interfund procedures, billing offices will deny these requests. If the requisition or excess report was coded incorrectly and the interfund billing cannot be processed, refer to procedures for requesting rebilling under noninterfund procedures.

6. Promised adjustment not received. A request for adjustment citing BAC "23" will be prepared when a billing or adjustment is not received and more than 30 calendar days have elapsed since receiving a reply (DI code FAR or FJR) to a request for adjustment promising the billing or adjustment. If the adjustment promised relates to a discrepancy report, refer to the section on adjustments for discrepancy reports.

7. Other billing problems. Billed offices or others will request adjustments for problems not covered by this section or sections E, F, H, or J by forwarding a letter (or message) of explanation along with the information prescribed for BAC "55". Billing offices will respond, via AUTODIN, in the DI code FAR or FJR format. If required, or deemed appropriate, the billing office will also respond by letter or message.

K. ADJUSTMENTS FOR CHANGE NOTICES

1. If an order is placed with or through a stock fund, an undelivered order (obligation) should be recorded when the order is placed.

(Will be included at a later date)

Figure 5-3. Statement of Intra-Governmental Transactions

but in any event, it must be delivered no later than the close of business on the eighth workday of the month immediately following the close of the reporting month.

5. Adjustments. In preparing the Statement of Interfund Transactions, central accounts offices or offices designated by the Army, Navy, Air Force, and the GSA will convert the fiscal year of lapsed accounts reported on billing and billed office interfund reports to the "M" account and invalid account symbols to the clearing account "F3885" - "Undistributed Intragovernmental Payments".

6. Other Reporting Requirements

a. Extract of the Statement of Interfund Transactions

(1) Each Military Department (and the GSA for its equivalent report) must furnish an "extract" of the Statement of Interfund Transactions to each DoD Component and other Agencies for which it collects or disburses showing the transactions for that Component or Agency. DoD Components may be identified by their unique suffix/limit code on department "97" appropriations.

(2) Extracts of the Statement of Interfund Transactions (and the GSA equivalent) which are forwarded to DoD central accounts offices will be supported by summary billing records (DI code FS_). The summary billing records will be forwarded to the appropriate central accounts office via AUTODIN under precedence "priority" and will cite a content indicator code of "IFBA" on the AUTODIN header record. The GSA will provide magnetic tapes of the SBRs to DAASO which will route the SBRs to appropriate CAO via AUTODIN. The following communications routing identifier codes will be used:

CAO	Content Indicator Code
USAFAC	RUFEDCD
AFAFC	RUVEGAA
NAFC	RUEOBAW

(3) The extracts should be submitted as soon as possible but no later than two workdays after the Statement of Interfund Transactions is submitted to ASD(C).

b. Defense Agency Appropriations. A Statement of Interfund Transactions summarizing the transactions by appropriation for each Defense Agency must be provided to the Director for Budget and Finance, Washington Headquarters Services, Washington, D.C. 20301-0001.

c. Reconciliation Worksheet. When the summary billing records do not fully support the amounts, by appropriation, on the extracts reported to other CAOs, a reconciliation worksheet must be forwarded

to the CAO. The worksheet will be provided[1] by the twentieth workday following the close of the month and will include, at a minimum, the information provided in the sample reconciliation worksheet (fig. 5-4).

d. These reports must be in hard copy unless the recipient has agreed to accept the report in some other form. For example, the data needs of the Military Departments for the extract could be met by an exchange of tapes referred to in section E, if mutually agreeable.

7. Hard Copy Report Preparation

a. General

(1) Each DD Form 1400 or 1400m must be completed with the heading information required.

(2) If more than one sheet is used to report the amounts of transactions, the grand total for each column must be shown on the last page of the statement. Page totals are optional.

(3) Each hard copy statement must be signed by the officer under whose direction it was prepared.

(4) Negative amounts must be identified by the suffix "Cr".

b. Columnar Entries

(1) Appropriation or Fund Symbol. Enter the department index number assigned by the Treasury Department as a prefix to that department's appropriation symbols, fiscal year or other appropriate indicator (e.g. "F" if clearing account, "X" if no year, and etc.), treasury account symbol of the appropriation, other fund, or receipt account for which the amounts of the transactions are being reported. Include any prefix or suffix prescribed by the Treasury Department on the Classification Authorization (TFS Form 7102 or 7103). No other suffix or prefix may be shown.

(2) Reimbursements (Credits). Enter the amounts of appropriation reimbursements collected applicable to each related appropriation or other fund account.

(3) Expenditures (Charges). Enter the amounts of disbursements chargeable to each appropriation or other fund symbol.

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[1]Must be implemented no later than 1 Oct 85

Reconciliation Worksheet

Departmental Level Extract: Statement of Interfund Transactions
Reporting Period June 1985

From:

Commander
Navy Accounting and Finance Center
NAFC-63
Washington, D.C. 20376-5001

To:

Commanding General
U.S. Army Finance and Accounting Center
Indianapolis, IN 46249-001

Section A. Reconciliation

Expenditure Appropriation or Fund Symbol	Value of Summary Billing Records Transmitted	Value Reported on Statement of Interfund Transactions	Difference
2142020	$125,000.00	$119,000.00	$(6,000.00)
2132020	60,000.00	60,000.00	-0-
2112020	10,000.00	-0-	(10,000.00)
21M2020	6,000.00	16,000.00	10,000.00
2142021	5,000.00	-0-	(5,000.00)
21F3885	7,000.00	18,000.00	11,000.00
Total	$213,000.00	$213,000.00	$ -0-

Section B. Reconciliation of Difference

Bill Number	R.I. Code of Billing Office	Billed Office DODAAC	Appropriation Charged on Summary Billing Record	Appropriation Charged on Statement of Interfund Transaction	Amount
C1236	NNZ	W15R7S	2112020	21M2020	$ 3,891.86
C1236	NOZ	W61DEO	2112020	21M2020	6,021.86
C1236	NDZ	WT5JYO	2112020	21M2020	86.28
Subtotal				21M2020	$10,000.00
C0927	N32	WK4GGD	2142021	21F3885	1,496.84
C0987	N35	W25P02	2142021	21F3885	3,503.16
C1206	N32	W25PVD	5742020	21F3885	2,935.84
C1029	N35	W25MWY	5742020	21F3885	3,064.16
Subtotal				21F3885	$11,000.00
Total					21,000.00

Figure 5-4. Reconciliation Worksheet (sample)

F. SERVICE OR AGENCY LEVEL INTERFUND PROCEDURES

The Army, Navy, Air Force, and the GSA will prescribe procedures, consistent with those prescribed in this manual, for:

a. Reporting interfund reimbursements and disbursements originated by activities serviced by their disbursing offices and which will be included in their Statement of Interfund Transactions.

b. Adjusting, suspending, accepting or otherwise clearing interfund disbursements charged to activities serviced by their disbursing offices and whose adjustments will be included in their Statement of Interfund Transactions.

c. Ensuring that there are adequate controls over interfund related transactions such that:

(1) Lapsed accounts are not reported to the Department of Treasury or other DoD Components.

(2) Invalid account symbols are converted to the clearing account, F3885- "Undistributed Intragovernmental Payments".

(3) Reimbursements/disbursements reported by billing offices and adjusted during higher level processing are supported or reconcilable.

(4) Disbursements charged to billed offices are processed by the billed office.

(5) Amounts placed in suspense; that is, charged to the clearing account (F3885), are transferred to another account or are otherwise cleared within a reasonable period. The clearing account was authorized to temporarily record erroneous collections; therefore, the reporting of the clearing account at fiscal year end is not authorized. Balances remaining in the clearing account at the end of the fiscal year will be prorated to the DoD Component's appropriations based upon estimates. These adjustments will be reversed and the clearing account restored as of the new fiscal year.

APPENDIX A2

FUND CODE

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alpha or Numeric

EXPLANATION: 1. Fund Codes are two position alpha/numeric codes used, in conjunction with the Service or Agency code of the billed office, to designate the billing method (interfund or noninterfund). When interfund billing is indicated, the fund code also indicates the fund account to be charged (disbursed) or credited (refunded). The fund code to appropriation conversion is prescribed in DoD 4000.25-7-S1 (reference (b).

2. An additional use for the fund code, when the signal code is C or L, is to indicate the DoDAAC of the "bill-to" office. The fund code to billed office DoDAAC conversion is prescribed in DoD 4000.25-7-S1.

3. Requisitions submitted to DoD activities and the General Services Administration will always contain a fund code, unless the materiel requested has been offered without reimbursement, in which case the signal code (cc 51) will be D or M (free issue) and the fund code will have no meaning to the requistion processing point.

APPENDIX A3

BILLING ADVICE CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Numeric

EXPLANATION: Billing advice codes are used in requests for billing adjustment to identify the nature of the request or problem. The first-position entry, when present, is significant only to the requesting activity. The second and third position entries listed below convey significant information to the billing office.

Code	Description[1]
11	Duplicate billing record received.
12	Wrong amount billed.
13	Wrong office billed.
14	Bill received for materiel requisitioned as nonreimbursable.
15	Bill received for unauthorized accessorial charge.
17	Bill received for confirmed cancelled requisition.
18	Bill received for back ordered materiel.
19	Incomplete Bill: Detail billing records do not support the amount billed.
20	Bill received following billing office reply that an adjustment billing could not be rendered.
21[2]	TDR (SF 361) submitted over 60 days ago and adjustment bill not received.
23	Promised adjustment not received.
24	Reply to Quality Deficiency Report (SF 368) promised adjustment; however, adjustment billing not received.

[1]See chapter 4 for information on the use of the codes.
[2]This advice code applies only to TDRs forwarded to DLA and GSA.

Code	Description[3]
26	Reply to Report of Discrepancy (SF 364) indicated adjustment authorized; however, adjustment billing not received.
34	Requisitioned materiel received. Request billing status.
41	Request copy of billing.
51	Unable to process billing under interfund procedures.
52	Billed by interfund when requisition or other document specified noninterfund billing.
55	Refer to accompanying letter of explanation.
90-99	Reserved for internal use. May not be reflected on any document forwarded outside the office.

[3]See chapter 4 for information on the use of the codes.

APPENDIX A4

BILLING STATUS CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alphabetic

EXPLANATION: Billing status codes are used in replies to requests for billing adjustment, duplicate billing, or billing status. The first-position entry, when present, is significant only to the billing office. The second and third position entries listed below convey significant information to the billed office.

Code	Description
	"A" SERIES: REQUEST DENIED
AA	Duplicate billing record resulted from receipt of duplicate requisition and resulting duplicate issue.
AB	Billing record reflected correct unit price, quantity, and extended amount.
AC	Billing record was prepared in accordance with requisition, excess report, or request for adjustment.
AD	Either nonreimbursable issue was not authorized or, if authorized, was not specified in the requisition.
AE	Accessorial charge was authorized, requested and furnished.
AF	Materiel either was not back ordered or was issued following notification of back order.
AG	Requested adjustment is less than the minimum dollar limit prescribed for adjustment.
AH	Prescribed record retention period has elapsed.
AI	Adjustment was issued under bill number shown in pos. 54-58.
AJ	Requisition or excess report did not specify billing under noninterfund procedures.
AK	Copy of bill should be requested from the DAASO.

Code	Description
AO[1]	Request was not received within allowable timeframes.
AP	Cancellation request either was not received or was received but not confirmed.
AR	Reply to discrepancy report did not promise adjustment.
AS	Reply was not furnished indicating that billing could not be rendered.
	"C" SERIES: REQUEST GRANTED
CA	Duplicate, adjustment, or corrected bill will be issued in the next billing cycle.
	"D" SERIES: ADVISORY RESPONSE
DC	Materiel was issued on a nonreimbursable basis.
DD	Billing or adjustment was rendered under bill number shown in pos. 54-58.
DF	No record of cited document number or bill number is on file.
DH	Billing or adjustment under the cited document number will be furnished in the next billing cycle.
DI	Letter of explanation will follow.
	"E" SERIES: REQUEST REJECTED
EA	Request is incomplete or contains invalid data; review and resubmit with correct data.
EF	No record of duplicate billing under bill number cited in pos. 54-58.

[1]The fact that the record retention period has elasped by the time the discrepancy report is validated or the adjustment request is completed may not be used as a basis for denying or failing to comply with the adjustment request if the request was submitted within prescribed timeframes.

Code	Description
EI	No record of requisition or shipment, submit[2] a copy of the DD Form 1348-1, DoD Single Line Item Release/Receipt Document or equivalent.
EL	No record of a reply to a discrepancy report (ROD or QDR) authorizing adjustment; resubmit request with copy of reply.
EM	No record of TDR (SF 361) is on file; resubmit request with copy of report.

[2]For fuel shipments provide the following information by letter or message: Supply source for product received, contract number for direct deliveries, and if shipped by a DFSP, the DoDAAC of the DFSP.

APPENDIX B7

GSA SELF-SERVICE STORE AND CUSTOMER SUPPLY CENTER BILLING

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	FG1 (charge) or FG2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Blank	7	Leave blank.
Stock Number	8-22	Enter a pseudo-part number constructed as follows: 8-13 Type Sale. "GSA CC" (Credit Card). 14-20 Agency Internal Code. Enter if provided on the application; otherwise, leave blank. 21-22 GSA Store Number. Enter the GSA store number of the Center reporting purchases.
U/I	23-24	Enter "AT" for assortment.
Quantity	25-29	Enter "00001."
Document Number	30-43	Enter a pseudo-document number constructed by the billing office as follows: 30-35 Activity Address Code. (DoDAAC) provided on application form. 36-39 Date. Year within decade and day of year of purchase. Self-service purchase date is the sales ticket receipt date. Customer Supply Center purchase date is the order process date.

Field Legend	Position(s)	Entry and Instructions
		40-43 Serial Number. Sales ticket receipt number for self-service store purchases and last four digits of GSA's order number for customer supply center purchases.
Blank	44	Leave blank.
Supplementary Address	45-50	Billed office code (DoDAAC) provided on application.
Signal Code	51	Enter signal code "B".
Fund Code	52-53	Enter fund code provided on the application. If not provided on the application, "XP" is assigned.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-61	Leave blank.
Day of Year	62-64	Enter day of the year delivered for purchases. Day of the year adjusted for adjustments.
Amount	65-73	Enter amount of sales (total from self-service sales slip) or order (for customer supply center purchases).
Unit Price	74-80	Enter amount of sales or order.

APPENDIX B11

BILLING FOR INTO-PLANE ISSUES

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FP1 (charge) or FP2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Type Issue Code	7	Perpetuate from the DD Form 1898, AVFUELS Into-Plane Contract Sales Slip (hereafter referred to as the into-plane sales slip) when present; otherwise, leave blank.
Stock Number	8-20	Enter the NSN.
Type of Bill Code	21-22	Enter a type of bill code or leave blank.
Quantity	23-29	Enter the billed or credit quantity.
Document Number	30-43	Constructed by the billing office as follows: 30-35 DoDAAC of requisitioner. 36-39 Year of decade and day of year of issue. 40-43 For Navy and Marine Corps enter the last 4 digits of the preprinted serial number of the sales slip. For Army and Air Force enter the last 4 digits of the aircraft tail number.

Field Legend	Position(s)	Entry and Instructions
Major Force Program	44	Perpetuate from the into-plane sales slip.
Supplementary Address	45-50	Perpetuate from the into-plane sales slip.
Signal Code	51	Perpetuate from the into-plane sales slip.
Fund Code	52-53	Perpetuate from the into-plane sales slip.
Bill Number	54-58	Enter bill number from SBR.
Customer Identifier	59-61	Perpetuate from the into-plane sales slip.
Special Data	62-64	Enter last three positions of the billing office DoDAAC when required by departmental procedures. Otherwise, leave blank.
Amount	65-73	Enter the amount billed or credit allowed. 65-71 Dollars 72-73 Cents
Aircraft Mission/ Design Series	74-76	Perpetuate from the into-plane sales slip.
Unit Price	77-80	Enter the standard unit price: 77 Dollars 78-80 Mills

APPENDIX B14

SUMMARY BILLING RECORD

Field Legend	Positions(s)	Entry and Instructions
DI Code	1-3	Enter FS1 (net charge) or FS2 (net credit).
Internal Service Use	4	Reserved for internal billed service use. Billing office leave blank.
Record Count	5-7	Enter the number of detail billing records which support this summary billing record (may not exceed 494).
Appropriation/Fund Account Credited	8-18	Enter the appropriation/fund account reimbursed.
Billing Office (RI Code)	19-21	Enter RI code of the billing office.
Internal Use	22-27	Except as noted below[1] this field is reserved for internal DoD Component use.
Blank	28-29	Leave blank.
Billed Office (DoDAAC)	30-35	Enter DoDAAC of the billed office.
Year within Decade and Month	36-38	Enter the year within decade and the month in which billing was prepared. E.g., Jan 85 will be entered as 501.
Information Indicator	39	Enter applicable code or leave blank.
Bill Number	40-44	Enter bill number.
Billing Office (DoDAAC)	45-50	Enter DoDAAC of the billing office.

[1]For DLA FF&V bills to Air Force enter the requisitioning DODAAC from the document number field of the requisition.

Field Legend	Position(s)	Entry and Instructions
Appropriation/Fund Account Charged	54-64	Enter the appropriation/fund account disbursed.
Amount	65-73	Enter the net charge or credit amount of the detail billing records supporting this summary billing record.
Year within Decade and Month	74-76	Enter the year within decade and the month in which the charge was entered in the accounting records of the billed office; e.g., Feb 1985 will be entered as 502.
Blank	77-79	Leave blank.
Billed Office Indicator	80	Enter "X" to indicate SBR submitted by a billed office.

APPENDIX C10

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "21"

TDR (SF 361) Submitted and Adjustment Not Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR.
U/I Code	23-24	Perpetuate from the DBR.
Quantity	25-29	Enter discrepant quantity.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "21"

Field Legend	Position(s)	Entry and Instructions
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Enter the amount of credit requested.
Unit Price	74-80	Enter: 74-77 year within decade and day of year SF 361 was submitted (YDDD). 78-80 Leave blank.

APPENDIX C17

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "52"

Billed by Interfund When Noninterfund Billing Was Specified

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR.
U/I Code	23-24	Perpetuate from the DBR.
Quantity	25-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "52"
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Perpetuate from the DBR.
Unit Price	74-80	Enter the billed office DoDAAC from the SBR.

APPENDIX C29

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "21"

TDR (SF 361) Submitted and Adjustment Not Received

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR.
Blank	21-22	Leave blank.
Quantity	23-29	Enter discrepant quantity.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR or enter other appropriate fund code.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "21"
Day of Year	62-64	Enter day request is submitted.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of credit requested.
Unit Price	74-80	Enter: 74-77 year within decade and day of year SF 361 was submitted (YDDD). 78-80 Leave blank.

APPENDIX C36

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "52"

Billed by Interfund When Noninterfund Billing Was Specified

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the detail billing record (DBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR.
Blank	21-22	Perpetuate from the DBR.
Quantity	23-29	Perpetuate from the DBR.
Document Number	30-43	Perpetuate from the DBR.
Suffix Code	44	Perpetuate from the DBR.
Supplementary Address	45-50	Perpetuate from the DBR.
Signal Code	51	Perpetuate from the DBR.
Fund Code	52-53	Perpetuate from the DBR.
Bill Number	54-58	Perpetuate from the DBR.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "52"
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Perpetuate from the SBR.
Unit Price	74-80	Enter the billed office DoDAAC from the SBR.

APPENDIX C41

REQUEST FOR RETRANSMISSION OF INTERFUND BILL

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	QB1.
RI Code	4-6	Enter RI Code "SGA" (for DAASO).
Blank	7-29	Blank.
Recipient	30-35	Enter DoDAAC of the office to which the bill copy is to be forwarded (if blank or invalid request will be rejected).
Year within Decade and Month	36-38	Enter the year within decade and month (YMM) from the SBR. |
Blank	39	Blank.
Bill Number	40-44	Enter bill number from SBR.
Billing Office	45-50	Enter billing office DoDAAC from SBR.
Blank	51-69	Blank.
Type Inquiry	70	Enter "A".
Blank	71-80	Blank.

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DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

DLSSO-B

CHANGE NO. 2
DoD 4000.25-7-M

4 Apr 86

MILITARY STANDARD BILLING SYSTEM

I. DoD 4000.25-7-M, 30 Jan 85, is changed as follows:
Remove pages listed below and insert revised pages. Changes are indicated by marginal lines.

Remove Old	Insert New
iii thru vi	iii thru vi
1-11 and 1-12	1-11 and 1-12
2-3 and 2-4	2-3 and 2-4
4-1 thru 4-11	4-1 thru 4-12
A1-1 thru A1-4	A1-1 thru A1-4
A3-1 and A3-2	A3-1 and A3-2
A11-1 thru A11-7	A11-1 thru A11-3
B14-1 and B14-2	B14-1 and B14-2
--	C42-1 and C42-2
--	C43-1 and C43-2
--	C44-1 and C44-2
--	C45-1 and C45-2

II. This change sheet will be filed in front of the publication for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR

JAMES J. SINGSANK
Colonel, USA
Staff Director, Administration

DISTRIBUTION
Defense Logistics Agency: 3
Army: C- Active Army, USAR, ARNG: To be distributed in accordance with DA Form 12-9A, requirements for AR, Financial Administration
Navy: Navy Standard Distribution List E2F (Code NAFC-521)
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5. Implementation. DoD policy (see section D) requires full implementation of MILSBILLS. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the ASD(C) for decision.

J. SUPPLEMENTAL PROCEDURES

Supplemental procedures issued by DoD Components and participating agencies are authorized when additional detail instructions are required. The following publications supplement the provisions of this manual within the DoD Components and participating agencies:

1. Army: AR 37-12, Interfund Billing, Collection and Reporting Procedures;

2. Navy and Marine Corps: Navy Comptroller Manual; Volume 8, Chapter 6, Part B;

3. Air Force: AFR 177-101, Part Four, Chapter 27, Section K;

4. DLA: DLAM 7000.1, Accounting and Finance Manual, Chapter 11;

5. GSA: (a) FPMR-101.26-8, Discrepancies or Deficiencies in GSA or DoD Shipments, Material or Billings and

(b) FPMR 101-2.1 - Billings, Payments and Adjustments.

K. QUARTERLY STATUS REVIEW

The MILSBILLS administrator will disseminate the quarterly status review required (section E) by DoD Directive 4000.25 (reference (a)) within 2 weeks of the close of the quarter. The report will be in two parts, one for open proposals in process and another for approved changes which are effective during the reporting or a future period.

L. SEMIANNUAL IMPLEMENTATION STATUS REPORT (RCS: DD-A&L(Q&SA)1419)

1. Purpose and Report Control Symbol. DoD Directive 4000.25 requires the DoD MILSBILLS administrator to ensure uniform implementation of the Directive by securing from DoD Components and participating agencies, on a semiannual basis, status information concerning implementation of approved MILSBILLS revisions. The reporting requirement ends after a status of fully implemented throughout the Component or Agency is provided. The purpose is to identify and resolve problems prior to the effective date. The Directive assigned RCS: DD-A&L(Q&SA)1419 as the report control symbol.

2. Report Form. The report must provide, at a minimum, the following information:

a. Title. Semiannual Implementation Status Report.

b. Report Control Symbol. RCS: DD-A&L(Q&SA)1419

c. As of Date. 1 January or 1 July

d. Approved MILSBILLS Change Number.

e. Effective Date. As indicated on the AMCL.

3. Due Date. The report must be forwarded to the Chief, Defense Logistics Standard Systems Office, ATTN: DoD MILSBILLS Administrator to arrive within 15 working days of the "as of" date of the report.

M. NONCOMPLIANCE WITH PRESCRIBED MILSBILLS PROCEDURES AND OTHER UNRESOLVED PROBLEMS

If reasonable attempts to obtain compliance with prescribed procedures or resolution of MILSBILLS related problems are unsatisfactory, the activity having the problem will request assistance from their MILSBILLS focal point. The request will include copies of all correspondence pertinent to the problem; such as, the requisition number, number and date of bill, billing office, and the shipping office. The focal points involved will take the necessary actions to resolve the issue or problem. Necessary actions may include requesting assistance from the MILSBILLS administrator. The MILSBILLS administrator will follow the procedures described in section E.

N. MINIMIZE CONDITIONS

When a minimize condition is imposed at a location, MILSBILLS documents and reports which are normally forwarded to that location via AUTODIN will be forwarded, instead, by regular mail for CONUS addressees and airmail for overseas addressees. If neither the originating office nor DAASO is under minimize, MILSBILLS documents and reports may continue to be forwarded to DAASO via AUTODIN for further routing to the end destination.

O. SIMULATED MOBILIZATION EXERCISE

DI code "H" series transactions have been reserved for use during simulated mobilization exercises in lieu of the normal "F" series DI codes. Although use of the "H" series DI codes is not mandatory, when exercises call for generating records prescribed by MILSBILLS, use of the "H" series DI codes is recommended.

sitioning, excess reporting, or other activity submitting the document will be designated† as the billed office. For IL requisitions, the requisitioning control office (Army/W25PØ2, Navy/N65916, and Air Force/FA23Ø3) will be assigned as the billed office.

c. The mailing address for noninterfund bills will be the clear text address prescribed for billing (TAC 3 if assigned, otherwise, the TAC 1) in the DoDAAD and the routing for interfund bills will be based on the same criterion.

4. Nonreimbursable Bills

a. Except for the provisions of subparagraph c below, materiel issued under nonreimbursable procedures will be reported to the billed office using the DI Code FE_ series format.

b. DoD 7220.9-M (reference (i)) provides that if the amount of billings for any one customer is less than $100 at the end of a fiscal year quarter the billing may be waived. Working capital funds and the Corps of Engineers civil works funds must not waive reimbursement of any amount.

c. GSA sometimes, at its discretion, processes requisitions of $1 or less without billing. Therefore, any DoD Component having such items unbilled 60 days after receipt of materiel may assume that they will not be billed and cancel the obligation accordingly.

5. Interfund Bills

a. Interfund bills will be transmitted to the offices billed no later than the fifth working day of the month following the month in which reimbursement is credited to the account of the billing office. Transmission to the offices billed will be by AUTODIN when available. When billings are transmitted directly to the billed office by AUTODIN, "text" or "header" records will designate the internal routing, e.g., "For Accounting and Finance Officer." When billings are transmitted to DAASO (COMM RI RUEOZZA) for routing to the billed office "text" or "header" records are not needed. When AUTODIN is not used, interpreted (printed) billing records will be mailed to the billed office.

b. Separate detail billing records, selected from the "B" series appendices, will be prepared for each shipment or delivery supporting the summary billing record.

c. The A series appendices of the supplement (reference (b)) provide appendices to be used, in conjunction with the Service/Agency code of the billed DoDAAC, to convert fund codes to appropriations.

---

†Billing offices have until 1 Nov 89 to implement this provision.

d. A separate interfund bill will be prepared for billings applicable to a given billed office for each appropriation and fund code within appropriation or when the sum of the detail billing records equals or exceeds 10 million dollars. A summary billing record may not summarize more than 494 detail billing records.

6. Noninterfund Bills

a. SF 1080, Voucher for Transfers between Appropriations and/or Funds (figure 2-1) or other form approved by Treasury, such as GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits (figure 2-3), will be used as the billing document for noninterfund bills. A computerized version (figure 2-2) of the SF 1080, the SF 1080-EDP, is also available.

b. An original and two copies of the noninterfund billing will be provided to the office billed. If an identification or bill number is used, only an original and one copy will be sent.

c. Noninterfund billings will be supported by the following minimum information: Document order number, article or services, delivery date, quantity, and price. The first two items of information will usually be satisfied by the requisition document number and national stock number. The delivery date is the same as the day of year prescribed for the detail billing record appropriate for the issue. Billing offices need not provide EAM cards in the format prescribed in the B series appendices.

d. The procedures described in this section are based upon procedures prescribed by the Department of Treasury in chapter 2500 of the Treasury Financial Manual (reference (j)).

D. RETAIL LOSS ALLOWANCE

1. DoD Directive 7420.1 (reference (f)) requires the DLA Defense Stock Fund and other wholesale stock funds, as appropriate, to include an additional surcharge factor in their standard prices to compensate the fund for retail stock normal operating losses.

2. When a retail loss allowance surcharge is included in the standard price of commodities under the integrated management of a DoD Component, a retail loss allowance will be applied as a reduction to the net materiel charges included in the billing for items of those commodities. The allowance is applied at a rate which is equivalent to the retail loss surcharge factor included in the standard price of the materiel commodity. The allowance will be supported by a billing record in the DI Code FL_ series format.

3. Retail loss allowances are not provided on sales to foreign, state, municipal governments/private parties, or nonappropriated activities. Retail loss allowances are not provided on into-plane sales.

CHAPTER 4

ADJUSTMENT PROCEDURES

A. REQUESTING ADJUSTMENTS

1. Submission

a. All requests for adjustments will be forwarded to the billing office with the following exceptions:

(1) Requests for copies of interfund bills will be forwarded to the DAASO if the DAASO record retention period has not expired. See section G for additional information.

(2) Requests for adjustments of GSA billings, other than subparagraph (1) above, will be forwarded to the GSA central processing office (RI Code "GSA"). For adjustment purposes, this office is considered a "billing office". All requests for adjustments are to be forwarded via AUTODIN. Correspondence, if necessary, should be mailed to:

GSA Discrepancy Reports Center (6FRB)
1500 East Bannister Road
Kansas City, Missouri 64131-3087

b. All requests for adjustments, including those related to FMS and reported to ILCOs under FMS ROD procedures (references (n) and (o)) will be forwarded to the billing office in the format prescribed for the billing advice code appropriate to the request. The formats are prescribed in the C series appendices.

c. All requests for adjustments will be submitted within 30 calendar days of billing. Exceptions to this requirement, where appropriate, are noted in other sections of this chapter. Initial requests for adjustment received after the record retention period for billing records will be denied.

2. Minimum Value

a. No request for adjustment will be submitted for billing errors if the amount of the adjustment is:

(1) $25 less and the billing office is GSA.

(2) Less than $100 and the billing is for FMS†.

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†The Military Departments may automatically grant the adjustment and charge or credit the administrative surcharge fund if the request cannot be rejected per the general conditions of the DD Form 1513, U.S. Department of Defense Offer and Acceptance.

(3) Less than $100 and the billing is for a subsistence item.

(4) Less than $250 and subparagraphs (1)-(3) do not apply.

b. There is no minimum value for:

(1) Requesting a corrected bill when the bill received is incomplete (BAC "19"),

(2) Requesting status of required billing (BAC "34"),

(3) Requesting a copy of a bill (BAC "41"),

(4) Requesting noninterfund billing when the billing cannot be processed under interfund procedures (BAC "51").

B. CANCELLING OR AMENDING REQUESTS FOR ADJUSTMENT

1. Submitting offices will cancel requests for adjustments whenever the request is invalid or inappropriate and the billing office has not responded to the request.

2. If the billing office has responded to an invalid or inappropriate request with a billing status code in the "A", "D", or "E" series no further action is required. Submitting offices will forward a cancellation request (DI Code FAC, FDC, or FJC) to the billing office if a billing office response ("C" series BSC), considering the advice code forwarded, indicates that an adjustment is in process.

3. Requests for adjustments may be amended by cancelling the original request and submitting a new request.

C. FOLLOWUP ON UNANSWERED REQUESTS FOR ADJUSTMENT OR MRP CREDIT

1. Additional followup to DAASO for copies of interfund bills, if needed, will be by letter, message, or telephone (AUTOVON 986-6395). Followup to DAASO may begin 7 calendar days after the request is submitted.

2. Except for followups described in paragraph 1, offices submitting adjustment requests will follow up on requests for adjustments remaining unanswered for more than 45 calendar days after submission. The followup will be forwarded in the same manner as the initial request and in the DI Code FAF, FDF, or FJF format appropriate for the advice code. If the request for adjustment remains unanswered for more than 30 calendar days after followup, submitting offices will forward a second and final followup by letter or message to the billing office. In addition to providing the billing office with the information required to process the request,

the final followup will also identify the dates of initial and followup request.

3. Offices designated to receive MRP credit will follow up on the credit when the credit has not been received and more than 60 calendar days have elapsed since the materiel receipt status (DI Code FTZ), citing a credit status, is received. Followup (the initial request) will be in the DI Code FTP record format. A second DI Code FTP record will be submitted if a reply or credit is not received within 60 calendar days of the initial request.

4. Follow the procedures prescribed for noncompliance (chapter 1) when:

a. Requests for adjustments or MRP credits remain unanswered for more than 30 calendar days after the second followup;

b. No interim response is received within 30 calendar days; and,

c. If an interim response was received, the date promised has passed.

D. PROCESSING ADJUSTMENTS AND REQUESTS FOR ADJUSTMENT OR MRP CREDIT

1. Adjustments, when warranted, will be at the price originally billed.

2. Billing offices will respond to all requests for adjustment within 30 calendar days of the date the request is submitted, via AUTODIN in the DI Code FAR, FDR, or FJR format.

3. Billing offices will respond to all first followup requests for adjustment within 21 calendar days of the date the request is submitted and respond, via AUTODIN, in the DI Code FAS, FDS, or FJS format.

4. Billing offices will respond to second followup requests for adjustments and MRP credit by letter or message within 14 calendar days of receipt. If the request cannot be answered within the 14 days, the billing office will send an interim response by letter or message. The interim response will indicate the date, not to exceed 30 calendar days, a response will be forwarded by letter or message.

5. All responses to adjustment requests will be forwarded to the office designated by the recipient of billing status code. Adjustments will be forwarded to the office originally billed.

6. Billing offices will respond to initial requests and first followup for MRP credit in the DI Code FTB format. Responses will be forwarded, via AUTODIN, to the office designated by the materiel receipt status (DI Code FTZ).

E. INCOMPLETE BILL PROCEDURES

1. An incomplete bill is one in which the bill, either interfund (DI Code FS_ record) or noninterfund (SF 1080 or equivalent), is not fully supported by detail billing records or information, respectively.

2. Since the DAASO will not pass incomplete interfund bills to billed offices, a copy of the "incomplete" interfund bill will first be requested from the DAASO. If DAASO is unable to provide the copy, a request citing BAC "19" will be forwarded to the billing office.

3. In addition to responding to the request, whenever the bill referred to is on file, billing offices will always provide a fully supported copy or corrected bill to the billed office.

F. BILLING STATUS PROCEDURES

1. When requisitioned materiel is received, intended billed offices must seek the status of the billing. This is consistent with the concepts underlying DoD accounting theory and practice as prescribed in chapter 11 of the DoD Accounting Manual (reference (i)). If materiel was not requisitioned, or if requisitioned materiel was not received, MILSBILLS procedures do not apply. Contact the local supply or requisitioning office for appropriate procedures.

2. At least 60 calendar days must have elapsed after receiving the materiel before requesting the status of the bill (BAC "034"). However, the status must be requested within a year of date of shipment (2 years for FMS shipments). Billing offices will deny requests for status which are not submitted within these timeframes.

3. When the request for billing status involves fuels and is forwarded to the DFSC (RI Code S9F), the request will be mailed and will identify the supply source. If the supply source is a DFSP, provide the DoDAAC of the DFSP. If the supply source is a contractor, including contractor into-plane, provide the contract number.

4. Except for billings awaiting evidence of shipment or receipt, billing offices will not generate bills based solely upon a request for billing status.

5. DoD policy (chapter 41 of reference (i)) has allowances for writing off unbilled liabilities and deobligating the related obligation when an invoice has not been received within 180 days from the date of acceptable final performance and there is documentation on file that at least two written requests for an invoice have been made. Refer to the reference for other conditions which must be met, such as establishing a reserve for late bills.

G. BILL COPY PROCEDURES

1. Requests for copies of interfund bills will be forwarded to the DAASO if the DAASO record retention period has not expired. The request will be forwarded, via AUTODIN, in the DI Code QB1 format, by mail or message using CIC "IFBB". When forwarded via AUTODIN, the record will be sent to COMM RI "RUEOZZA"; when mailed, it will be addressed to:

Defense Automatic Addressing System Office
ATTN: DAAS-VL
Gentile Air Force Station
Dayton, OH 45444-5320

The DAASO will accept telephone requests (Autovon 986-6395) for copies. Telephone requests will be limited to no more than five bills.

2. DAASO will retransmit a copy of all interfund bills wherein the billing office DoDAAC, bill number, and year within decade and month of credit matches the same information on the request.

3. DAASO will send a service message to the originator when DAASO is unable to retransmit a requested bill.

4. If the DAASO responds that it has no record of the bill, the originator will review the request for correctness. If the request (DI Code QB1) is found to have been incorrect, the originator will forward a corrected request to the DAASO. Otherwise, the originator will forward a request, in the DI Code FAE or FJE format prescribed for BAC "41", to the billing office.

5. Requests for copies of noninterfund bills will always be forwarded to the billing office, via AUTODIN when available, in the DI Code FAE or FJE format prescribed for BAC "41".

6. Billing offices failing to respond to requests for copies of interfund bills, when such requests are received within the record retention period, will be directed by their Service or Agency headquarters to reverse the billing. Billed offices will absorb all charges, in the manner prescribed by their Service or Agency, when the record retention period has elapsed and they have failed to obtain copies of bills.

7. Billing offices are not required to provide detail billing records using EAM cards to DoD Components in support of a noninterfund billing or in response to a request for a copy of an interfund bill.

H. REQUEST REBILLING UNDER NONINTERFUND PROCEDURES

1. When a billed office is unable to process a billing record under interfund procedures, the billed office may have the item or items billed under noninterfund procedures by forwarding a request for billing adjustment citing BAC "51".

2. Use of this billing advice code is an admission by the billed office that the requisition was incorrectly coded. Refer to the section on billing errors if the requisition was improperly billed under interfund procedures.

3. Requests citing BAC "51" may be submitted only when the funds involved may not be disbursed under interfund procedures. All such requests, submitted in accordance with procedures prescribed in this chapter, will be honored by the billing office.

I. ADJUSTMENTS FOR DISCREPANCY REPORTS

1. Discrepancy reports will be submitted, reviewed, processed, validated, and responded to in accordance with procedures prescribed for the discrepancy:

Transportation Discrepancies (reference (p))
Item and Packaging Discrepancies (reference (q))
Discrepancy Reports Against FMS Shipments (reference (o))
Quality Deficiencies Across Component Lines (reference (r))

2. Financial adjustments related to discrepancy reports will be processed in accordance with this manual.

3. Billing offices will process financial adjustments when the discrepancy report is validated and all of the following MILSBILLS or GSA criteria are met:

a. The discrepancy was not resolved otherwise; e.g., the vendor does not replace deficient materiel for a validated QDR.

b. The materiel was billed previously.

c. The materiel is received by the depot in those cases where the discrepancy report reply requires the return.

d. The TDR or QDR exceeds $25 per line (DBR) or the ROD exceeds $50 per line (DBR) for discrepancies involving GSA shipments. This GSA policy applies only to GSA shipments. There are no dollar value limitations for discrepancies involving DoD shipments.

e. The discrepancy report for a GSA shipment is received by GSA, except when extenuating circumstances or high dollar value warrants special consideration, within the following timeframes:

(1) Within 1 year of the date of shipment for quality deficiencies (QDRs) except:

(a) For items under warranty which must be received within the time limits prescribed in the individual warranty.

(b) For shelf-life items which must be received prior to the expiration of the shelf-life period and within 1 year of the date of shipment.

(2) Within 180 calendar days of the date of shipment for other than quality deficiencies except for:

(a) Shipments to MAP consignees, which must be received within 18 months of the date of shipment; and

(b) Shipments to consignees located in the CONUS, Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island, which must be received within 120 days of the date of shipment.

4. When a reply to a discrepancy report improperly commits the billing office to providing an adjustment; e.g., shipment was never billed, the billing office will ask the replying office to correct the reply to the discrepancy report.

5. Requests for adjustments related to TDRs (BAC "21") will not be submitted unless the adjustment is not received and more than 60 calendar days have elapsed since the report was filed.

6. Requests related to QDRs (BAC "24") and RODs (BAC "26") will not be submitted until a minimum of 60 calendar days have elapsed since receiving notification that the discrepancy is validated; that is, that an adjustment is approved. When the adjustment is contingent upon the return of materiel, the request will not be submitted until a minimum of 60 calendar days have elapsed since shipping the materiel.

J. ADJUSTMENTS FOR BILLING ERRORS

1. The following adjustments are considered billing errors and will not be accepted for processing if the minimum value criterion for requesting adjustments is not met:

Duplicates
Wrong amount billed
Wrong office billed
Improper bill
Promised adjustment not received
Other problems

2. Duplicates

a. Duplicate detail billing record

(1) A second or subsequent detail billing record for a single shipment or adjustment. If the second or subsequent billing resulted from a second or subsequent shipment, MILSBILLS adjustment procedures do not apply. See instead discrepancy report procedures for duplicate shipments (references (o) and (q)).

(2) To obtain adjustment for duplicate detail billing records not previously adjusted by the billing office, submit a separate request (DI Code FAE or FJE) for each duplicated billing record in the format prescribed for BAC "11". Follow subparagraph b if all of the DBRs on the bill are duplicates of previous billings.

b. Duplicate bill

(1) A bill, either interfund or noninterfund (SF 1080 or equivalent), wherein the bill is supported entirely by duplicate detail billing records. In the case of interfund bills, the bill is also included on the billing office's interfund report.

(2) Adjustments for duplicate bills may be requested only upon confirmation that the bills (original and duplicate) were, in fact, reported to the buying service's CAO. To obtain an adjustment, submit a request (DI Code FDE) for each duplicated bill in the format prescribed for:

(a) BAC "42" when the bill is identical, including the bill number, to a previous bill.

(b) BAC "43" when, except for the bill number, the bill is identical to a previous bill.

(c) BAC "44" when all of the supporting detail billing records of one bill are included on another bill. The bill containing such DBRs, all of which are included on another bill, is considered the duplicate bill. The bill numbers may or may not be the same.

3. Wrong Amount Billed

a. A wrong amount billed refers to a detail billing record in which the unit price, quantity, or price extension is erroneous. The error may be in either direction and will be reported in the DI Code FAE or FJE format prescribed for RAC "12".

b. Do not request adjustment for wrong amount if:

(1) The unit price is the standard or catalog price and you are questioning the price. Follow price challenge procedures described in section J instead.

(2) The extension does not agree with the amount billed and Sales Price Condition Code "R" is indicated. In this case, the unit price shown on the billing record is the inventory carrying value, the standard unit price. The billing unit price, if needed, must be computed.

(3) The quantity billed equals the quantity ordered or shipped and a lesser quantity is received. Follow the appropriate discrepancy reporting procedure instead.

4. Wrong Office Billed

a. Request an adjustment for wrong office billed when the office billed does not agree with the coded requirements of the requisition and the coding indicates a valid billed office DoDAAC; that is, one listed in the DoDAAD (reference (e)), or when the billed office for adjustments differ from the office originally billed.

b. If the coded information on the billing record used to derive the billed office differs from the same information provided on the requisition, the request must be sent by letter or message and include this point as well as the information prescribed for requests citing RAC "13". If the billing was prepared in accordance with the requisition or modification received by the ICP or IMM, the request will be denied.

c. If the coded information used to derive the billing office does not provide for a valid DoDAAC and the billing office assigned the billed office as prescribed in chapter 2, adjustment will be denied.

d. When the billing office assigned the billed office as prescribed in chapter 2 and the office assigned is not the intended office, the billed office will transfer or otherwise process the bill in accordance with procedures prescribed by the Service or Agency. If the offices involved are not part of the same Service or Agency, the billed office will contact the intended billed office or requisitioner and make arrangements for transferring the bill. When satisfactory arrangements for transferring the bill cannot be

made, the billed office will follow procedures in chapter 1 for unresolved problems.

5. Improper Billing

a. Definition. For purposes of this section, an improper billing is one wherein a detailed billing record is received:

(1) Charging for materiel requisitioned under nonreimbursable procedures;

(2) Charging improperly for accessorial costs;

(3) Billing for materiel when the materiel is not received and cancellation of the requisition by the ICP or IMM was confirmed;

(4) Billing for materiel when the materiel is not received and the ICP or IMM advised that the materiel was backordered;

(5) Following billing office reply that a billing could not be rendered; and

(6) Under interfund procedures when the coding of the requisition or excess report, in conjunction with MILSBILLS procedures, require billing under noninterfund procedures.

b. Nonreimbursable. Forward a request for adjustment in the format prescribed for BAC "14" when the coding of the requisition indicates that the materiel was requisitioned under nonreimbursable procedures and a billing was received.

c. Accessorial. A request for adjustment in the format prescribed for BAC "15" will be forwarded whenever accessorial costs are charged and the charges are not in accordance with chapter 2. Requests for adjustments of below-the-line accessorial charges on FMS billings prepared by the SAAC will be processed in accordance with procedures prescribed in the FMS Financial Manual (reference (n)).

d. Cancelled. When a billing for materiel is received on a requisition which was confirmed cancelled by the ICP or IMM and the materiel is not received, a request for adjustment in the format prescribed for BAC "17" will be forwarded to the billing office. When the materiel was received or if the requisition was not confirmed cancelled by the ICP or IMM, MILSBILLS procedures do not apply. Follow instead procedures prescribed for reporting RODs. Although annotations on a shipping document, in conjunction with other factors, may support a discrepancy report, they do not support an adjustment for improper billing. A validated discrepancy report is needed.

e. Backordered. A request for adjustment in the format prescribed for BAC "18" will be forwarded to the billing office whenever a billing is received on a requisition which was backordered and the ICP or IMM has provided MILSTRIP (reference (s)) status, after receipt of the billing, confirming that the materiel is still backordered. Do not submit requests citing BAC "18" prior to obtaining this status.

f. Billing cannot be rendered. Billed offices will request adjustments in the format prescribed for BAC "20" whenever the billing office issues a bill after advising, in a response to a request for billing status (BSCs DC and DF), that a bill could not be rendered.

g. Improper interfund. Whenever billing offices bill under interfund procedures and MILSBILLS procedures do not prescribe billing under interfund procedures, billed offices will forward requests for adjustment in the format prescribed for BAC "52". When MILSBILLS procedures prescribed billing under interfund procedures, billing offices will deny these requests. If the requisition or excess report was coded incorrectly and the interfund billing cannot be processed, refer to procedures for requesting rebilling under non-interfund procedures.

6. Promised Adjustment Not Received. A request for adjustment citing BAC "23" will be prepared when a billing or adjustment is not received and more than 30 calendar days have elapsed since receiving a reply (DI Code FAR or FJR) to a request for adjustment promising the billing or adjustment. If the adjustment promised relates to a discrepancy report, refer to the section on adjustments for discrepancy reports.

7. Other Billing Problems. Billed offices or others will request adjustments for problems not covered by this section or sections E, F, H, or J by forwarding a letter (or message) of explanation along with the information prescribed for BAC "55". Billing offices will respond, via AUTODIN, in the DI Code FAR or FJR format. If required, or deemed appropriate, the billing office will also respond by letter or message.

K. ADJUSTMENTS FOR CHANGE NOTICES

1. If an order is placed with or through a stock fund, an undelivered order (obligation) should be recorded when the order is placed. A nonstock numbered item should be recorded as an undelivered order when the order is accepted. An adjustment to the undelivered order should be processed when a change notice affecting price, quantity, or an acceptable substitution of a like item is received from the stock fund. Refer to chapter 25 of DoD 7220.9-M (reference (i)) for more specific information on the above requirements.

2. If a stock fund customer does not receive a change notice or does not receive it in time to cancel or modify the order and additional funds are required, the materiel may be refused or returned to the stock fund and an adjustment requested. Adjustments for this reason will be forwarded by mail and must be signed by the activity accounting officer. The request will state essentially the following:

> "As a result of a price change, quantity change, or authorized substitution, the value of the materiel received exceeds amounts obligated and all available obligation authority. Request credit for the indicated quantity and items delivered under the following requisition document and suffix number. In addition, provide us with the return instructions for the materiel."

3. The billing office will honor all such requests and provide adjustment, without regard to dollar value, after the materiel is returned.

4. The billing office will contact the item manager (requisition processing office) to arrange for the return.

L. CREDITS FOR EXCESS REPORTS (MATERIEL RETURNS PROGRAM)

1. Materiel returns program (MRP) procedures are prescribed by MILSTRIP (reference (s)).

2. Billing offices will process credits for excess reports during the first billing cycle after receiving notification that materiel, authorized for return under creditable procedures, has been received in a condition warranting credit. The credit will be processed in the DI Code FD1/2 format.

3. MRP credits will be processed at the standard price in effect at the time of receipt or at a reduced price if, in the opinion of the IMM, the condition warrants such reduction.

M. DISPUTED RESPONSES TO REQUESTS FOR ADJUSTMENT

Billing and billed offices are expected to resolve their differences regarding adjustment requests. However, when a billed office does not agree with a billing office's response and the billed office considers the amounts involved significant, the billed office may consider the dispute an unresolved problem and follow the procedures prescribed in chapter 1.

APPENDIX A1

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alphanumeric

EXPLANATION: Identifies all authorized MILSBILLS transactions. The "H" series (not shown) are the same as the "F" series except for the first position of the code, and are reserved for use during simulated mobilization exercises (see chapter 2).

DI CODE	APPENDICES	TITLE
FAC	C1 thru C18	Cancellation of Request for Adjustment of Non-Fuel Billing
FAE	C1 thru C18	Request for Adjustment of Non-Fuel Billing
FAF	C1 thru C18	Followup on Request for Adjustment of Non-Fuel Billing
FAR	C19	Reply to Request for Adjustment of Non-Fuel Billing
FAS	C19	Response to Followup on Request for Adjustment of Non-Fuel Billing
FA1	B1	Billing for Issue from Stock (Charge)
FA2	B1	Billing for Issue from Stock (Credit)
FB1	B2	Billing for Direct Delivery of Stocked Items (Charge)
FB2	B2	Billing for Direct Delivery of Stocked Items (Credit)
FC1	B3	Billing for Decentralized, Noncatalogued, and Non-stocked Items (Charge)
FC2	B3	Billing for Decentralized, Noncatalogued, and Non-stocked Items (Credit)
FDC	C42, C43, C44	Cancellation of Request for Summary Level Billing Adjustment

DI CODE	APPENDICES	TITLE
FDE	C42, C43, C44	Request for Summary Level Billing Adjustment
FDF	C42, C43, C44	Followup on Request for Summary Level Billing Adjustment
FDR	C45	Reply to Request for Summary Level Billing Adjustment
FDS	C45	Response to Followup on Request for Summary Level Billing Adjustment
FD1	B4	Credit for Excess Materiel Return (Reversal)
FD2	B4	Credit for Excess Materiel Return (No Charge)
FE3	B5	Notice of Nonreimbursable Issue
FE4	B5	Notice of Nonreimbursable Issue (Reversal)
FF1	B6	Billing for DoD Dependent School Supplies (Charge)
FF2	B6	Billing for DoD Dependent School Supplies (Credit)
FG1	B7	GSA Self-Service Store and Customer Supply Center Billing (Charge)
FG2	B7	GSA Self-Service Store and Customer Supply Center Billing (Credit)
FJC	C20 thru C37	Cancellation of Request for Adjustment of Fuel Billing
FJE	C20 thru C37	Request for Adjustment of Fuel Billing
FJF	C20 thru C37	Followup on Request for Adjustment of Fuel Billing
FJR	C38	Reply to Request for Adjustment of Fuel Billing
FJS	C38	Reply to Followup on Request for Adjustment of Fuel Billing
FJ1	B8	Billing for Bulk Petroleum (Charge)

DI CODE	APPENDICES	TITLE
FJ2	B8	Billing for Bulk Petroleum (Credit)
FKA		Materiel Shipments and Charges†
FKB		Materiel Adjustments†
FKC		Administrative Charges†
FKD		Administrative Charge - Adjustments†
FKE		Accessorial Charges†
FKF		Accessorial Charge - Adjustments†
FKH		Request for Billing Adjustments†
FK1		Federal Specifications - Charge†
FK2		Federal Specifications - Credit†
FL1	B9	Retail Loss Allowance - Credit Reversal
FL2	B9	Retail Loss Allowance - Credit
FN1	B10	Accessorial and Other Miscellaneous Billings (Charge)
FN2	B10	Accessorial and Other Miscellaneous Billings (Credit)
FP1	B11	Billing for Into-Plane Issues (Charge)
FP2	B11	Billing for Into-Plane Issues (Credit)
FQ1	B12	Billing for Transportation (Charge)
FQ2	B12	Billing for Transportation (Credit)
FR1	B13	Billing for Export Transportation (Charge)
FR2	B13	Billing for Export Transportation (Credit)
FS1	B14	Summary Billing Record (Net Charge)
FS2	B14	Summary Billing Record (Net Credit)

†See DoD 7290.3-M (reference(n)) for format and use.

DI CODE	APPENDICES	TITLE
FTA		Automatic Return Shipment Status†
FTB	C39	Reply to Followup for Material Returns Program Credit
FTC		Cancellation†
FTD		Disposition Instructions†
FTE		Excess Report†
FTF		Followup for Reply to Excess Report†
FTM		Materiel Returns Program Shipment Status†
FTP	C40	Followup for Materiel Returns Program Credit
FTQ		DAAS Excess Report Informative Status†
FTR		Reply to Excess Report†
FTT		Followup for Receipt Acknowledgment†
FTZ		ICP/IMM Materiel Receipt Status†
FT6		ICP/IMM Followup Under Materiel Returns Program†
FU1	B15	Progress Payment Billing (Charge)
FU2	B15	Progress Payment Billing (Recoupment)
FV1	B16	Billing for Summarized FF&V Issues (Charge)††
FV2	B16	Billing for Summarized FF&V Issues (Credit)††
FW1	B17	Cash Discounts (Charge)
FW2	B17	Cash Discounts (Credit)
FX1	B18	Trade, Quantity and Other Allowances (Charge)
FX2	B18	Trade, Quantity and Other Allowances (Credit)
QB1	C41	Request for Retransmission of Interfund Bill

†Reference DoD 4140.17-M (reference(s)) for format and use.
††Currently use is limited to DLA billings to Air Force.

APPENDIX A3

BILLING ADVICE CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Numeric

EXPLANATION: Billing advice codes are used in requests for billing adjustment to identify the nature of the request or problem. The first-position entry, when present, is significant only to the requesting activity. The second and third position entries listed below convey significant information to the billing office.

Code	Description†
11	Duplicate billing record received.
12	Wrong amount billed.
13	Wrong office billed.
14	Bill received for materiel requisitioned as nonreimbursable.
15	Bill received for unauthorized accessorial charge.
17	Bill received for confirmed cancelled requisition.
18	Bill received for back ordered materiel.
19	Incomplete bill: Detail billing records do not support the amount billed.
20	Bill received following billing office reply that an adjustment billing could not be rendered.
21††	TDR (SF 361) submitted over 60 days ago and adjustment bill not received.
23	Promised adjustment not received.
24	Reply to Quality Deficiency Report (SF 368) promised adjustment; however, adjustment billing not received.

†See chapter 4 for information on the use of the codes.
††This advice code applies only to TDRs forwarded to DLA and GSA.

Code	Description†
26	Reply to Report of Discrepancy (SF 364) indicated adjustment authorized; however, adjustment billing not received.
34	Requisitioned materiel received. Request billing status.
41	Request copy of billing.
42	Duplicate summary level billing (same bill number).
43	Duplicate summary level billing (different bill number).
44	Duplicate summary level billing within second billing.
51	Unable to process billing under interfund procedures.
52	Billed by interfund when requisition or other document specified noninterfund billing.
55	Refer to accompanying letter of explanation.
90-99	Reserved for internal use. May not be reflected on any document forwarded outside the office.

†See chapter 4 for information on the use of the codes.

APPENDIX A11

GSA CUSTOMER SUPPLY CENTER NUMBERS

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Numeric

EXPLANATION: GSA Customer Supply Centers identified by number and location.

CUSTOMER SUPPLY CENTER NUMBER	LOCATION
21	Customer Supply Center #21 Industrial Products South Area - Navy Yard Annex 2nd & M Sts., SE Washington, DC 20407
74	Office Products Center #74 Navy Yard Annex, Bldg #74 2nd & M Sts., SE Washington, DC 20407
82	GSA Customer Supply Center 7440 South Pulaski Road Chicago, IL 60627
83	GSA Customer Supply Center Warehouse #6 7377 Hampton Boulevard Norfolk, VA 23505
84	Customer Supply Center #84 Fort Worth Federal Center Bldg #4 Dock #3 4900 Hemphill Street Fort Worth, TX 76115
85	GSA Customer Supply Center Fair Acres Routes 352 and 452 Lima, PA 19037

CUSTOMER SUPPLY CENTER NUMBER	LOCATION
86	GSA Customer Supply Center 295 Lincoln Street Hingham, MA 02043
87	GSA Customer Supply Center Building 810 Denver Federal Center Denver, CO 80225
88	GSA Customer Supply Center 1500 East Bannister Road Kansas City, MO 64131
89	GSA Customer Supply Center Bldg T-1725 Hickman AFB Honolulu, HI 96853
90	GSA Customer Supply Center Warehouse #1, C Street, SW Auburn, WA 98002
91	GSA Customer Supply Center Building A Loisdale Road Franconia, VA 22150
92	GSA Customer Supply Center Warehouse #2 500 Edwards Avenue Harahan, LA 70123
93	GSA Supply Center Building 651, Ft. Buchanan San Juan, Puerto Rico 00934
94	GSA Customer Supply Center Warehouse #1, Section 2 Belle Mead Depot Belle Mead, NJ 08502

CUSTOMER SUPPLY CENTER NUMBER	LOCATION
95	GSA Customer Supply Center Building 21-883 Elmendorf AFB Anchorage, AK 99506
96	GSA Customer Supply Center Building #510 Rough & Ready Island Stockton, CA 95203
97	GSA Customer Supply Center 3312 Berkely Lake Road Duluth, GA 30136

APPENDIX B14

SUMMARY BILLING RECORD

Field Legend	Positions(s)	Entry and Instructions
DI Code	1-3	Enter FS1 (net charge) or FS2 (net credit).
Internal Service Use	4	Reserved for internal billed service use. Billing office leave blank.
Record Count	5-7	Enter the number of detail billing records which support this summary billing record (may not exceed 494).
Appropriation/Fund Account Credited	8-18	Enter the appropriation/fund account reimbursed.
Billing Office (RI Code)	19-21	Enter RI code of the billing office.
Internal Use	22-27	Except as noted below† this field is reserved for internal DoD Component use.
Blank	28-29	Leave blank.
Billed Office (DoDAAC)	30-35	Enter DoDAAC of the billed office.
Year Within Decade and Month	36-38	Enter the year within decade and the month in which billing was prepared; e.g., Jan 85 will be entered as 501.
Information Indicator	39	Enter applicable code or leave blank.
Bill Number	40-44	Enter bill number.
Billing Office (DoDAAC)	45-50	Enter DoDAAC of the billing office.

†For DLA FF&V bills to Air Force enter the requisitioning DoDAAC from the document number field of the requisition.

Field Legend	Position(s)	Entry and Instructions
Blank	51	Leave blank.
Fund Code	52-53	Perpetuate from supporting detail billing records.
Appropriation/Fund Account Charged	54-64	Enter the appropriation/fund account disbursed.
Amount	65-73	Enter the net charge or credit amount of the detail billing records supporting this summary billing record.
Year Within Decade and Month	74-76	Enter the year within decade and the month in which the charge was entered in the accounting records of the billed office; e.g., Feb 85 will be entered as 502.
Blank	77-79	Leave blank.
Billed Office Indicator	80	Enter "X" to indicate SBR submitted by a billed office.

APPENDIX C42

REQUEST FOR SUMMARY LEVEL BILLING ADJUSTMENT

Billing Advice Code "42"
Duplicate Summary Level Billing

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FDE" for initial request. Enter "FDF" for followup request. Enter "FDC" to cancel request.
RI Code (Billing Office)	4-6	Perpetuate from the duplicate summary billing record (SBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Blank	8-10	Leave blank.
Bill Number (Duplicate)	11-15	Enter the bill number of the billing which totally duplicates a prior billing.
Blank	16-18	Leave blank.
Year Within Decade	19-21	Enter the year within decade and month of the duplicate bill.
Blank	22-24	Leave blank.
Bill Number (Original)	25-29	Leave blank.
Blank	30-32	Leave blank.
Year Within Decade and Month (Original)	33-35	Enter the year within decade and the month of the original bill.
Amount (Original)	36-44	Leave blank.
DoDAAC	45-50	Enter the DoDAAC of the billed office.
Blank	51-58	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requester. 60-61 "42".
Day of Year	62-64	Enter day request is submitted.
Amount (Duplicate)	65-73	Enter the amount of the duplicate bill.
Blank	74-80	Leave blank.

APPENDIX C43

REQUEST FOR SUMMARY LEVEL BILLING ADJUSTMENT

Billing Advice Code "43"
Duplicate Summary Level Reimbursement (Different Bill Number)

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FDE" for initial request. Enter "FDF" for followup request. Enter "FDC" to cancel request.
RI Code (Billing Office)	4-6	Perpetuate from the duplicate summary billing record (SBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Blank	8-10	Leave blank.
Bill Number (Duplicate)	11-15	Enter the bill number of the billing which totally duplicates a prior billing.
Blank	16-18	Leave blank.
Year Within Decade and Month (Duplicate)	19-21	Enter the year within decade and month of the duplicate bill.
Blank	22-24	Leave blank.
Bill Number (Original)	25-29	Enter the bill number of the original bill.
Blank	30-32	Leave blank.
Year Within Decade and Month	33-35	Enter the year within decade and month of the original bill.
Amount (Original)	36-44	Enter the amount of the original bill.
DoDAAC (Requester)	45-50	Enter the DoDAAC of the office requesting the adjustment.

Field Legend	Position(s)	Entry and Instructions
Fund Code	51-52	Enter fund code under which the adjustment is to be processed.
DoDAAC (Billed Office)	53-58	Enter the DoDAAC of the office receiving the adjustment.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requester. 60-61 "43".
Day of Year	62-64	Enter day request is submitted.
Amount (Duplicate)	65-73	Enter the amount of the duplicate bill.
Blank	74-80	Leave blank.

APPENDIX C44

REQUEST FOR SUMMARY LEVEL BILLING ADJUSTMENT

Billing Advice Code "44"

Duplicate Summary Level Billing (Within Second Billing)

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FDE" for initial request. Enter "FDF" for following request. Enter "FDC" to cancel request.
RI Code (Billing Office)	4-6	Perpetuate from the summary billing record (SBR).
Recipient of Billing Status Code	7	Enter applicable code.
Blank	8-10	Leave blank.
Bill Number (Duplicate)	11-15	Enter the bill number of the billing which totally duplicates a prior billing.
Blank	16-18	Leave blank.
Year Within Decade and Month (Duplicate)	19-21	Enter the Year within decade and month of the duplicate bill.
Blank	22-24	Leave blank.
Bill Number (Original)	25-29	Enter the bill number of the original bill.
Blank	30-32	Leave blank.
Year Within Decade and Month (Original)	33-35	Enter the year within decade and month of the original bill.
Amount (Original)	36-44	Enter the amount of the original bill.
DoDAAC (Requester)	45-50	Enter the DoDAAC of the office requesting the adjustment.
Fund Code	51-52	Enter the fund code under which the adjustment is to be processed.

Field Legend	Position(s)	Entry and Instructions
DoDAAC (Billed Office)	53-58	Enter the DoDAAC of the office billed.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requester. 60-61 "44".
Day of Year	62-64	Enter day request is submitted.
Amount (Duplicate)	65-73	Enter the amount of the duplicate bill.
Blank	74-80	Leave blank.

APPENDIX C45

REPLY TO REQUEST FOR SUMMARY LEVEL ADJUSTMENT

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FDR" to reply to initial or cancellation request. Enter "FDS" to reply to follow-up request.
RI Code (Billing Office)	4-6	Perpetuate from the request (DI Codes FDE, FDC, FDF).
Recipient of Billing Status Code	7	Perpetuate from the request.
Blank	8-10	Leave blank.
Bill Number (Duplicate)	11-15	Perpetuate from the request.
Blank	16-18	Leave blank.
Year Within Decade and Month (Duplicate)	19-21	Perpetuate from the request.
Blank	22-24	Leave blank.
Bill Number (Original)	25-29	Perpetuate from the request.
Blank	30-32	Leave blank.
Year Within Decade and Month (Original)	33-35	Perpetuate from the request.
Amount (Original)	36-44	Perpetuate from the request.
DoDAAC (Requester)	45-50	Perpetuate from the request.
Bill Number (Adjustment)	51-55	When the billing status code indicates adjustment furnished previously (e.g., "AI" or "DD"), enter the bill number under which the adjustment was processed. Otherwise, leave blank.

Field Legend	Position(s)	Entry and Instructions
Year Within Decade and Month (Adjustment)	56-58	Enter the year within decade and the month in which the adjustment was processed when the billing status indicates adjustment was furnished previously.
Billing Status Code	59-61	Enter: 59 Blank or character significant to the billing office. 60-61 Applicable status code.
Day of the Year	62-64	Enter day of year response is prepared. Must be forwarded within 3 calendar days of this day.
Amount (Duplicate)	65-73	Enter adjustment amount.
Blank	74-80	Leave blank.

 *U.S. GOVERNMENT PRINTING OFFICE: 1986-491-127:20122

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

DLSSO-CB

CHANGE NO. 3
DoD 4000.25-7-M

4 Nov 86

MILITARY STANDARD BILLING SYSTEM

I. DoD 4000.25-7-M, 30 Jan 85, is changed as follows:
Remove pages listed below and insert revised pages. Changes are indicated by marginal lines.

Remove Old	Insert New
iii and iv	iii and iv
xiii	xiii and xiv
1-7 thru 1-10	1-7 thru 1-10
2-1 thru 2-4	2-1 thru 2-4
2-7 thru 2-14	2-7 thru 2-14
3-1	3-1
4-1 and 4-2	4-1 and 4-2
4-11 and 4-12	4-11 thru 4-13
6-3	6-3
A2-1	A2-1
A14-1	A14-1
B11-1 and B11-2	B11-1 and B11-2
B12-1 and B12-2	B12-1 and B12-2
B14-1 and B14-2	B14-1 and B14-2
B17-1	B17-1 and B17-2
C14-1 and C14-2	C14-1 and C14-2
C15-1 and C15-2	C15-1 and C15-2
C33-1 and C33-2	C33-1 and C33-2

II. The following approved MILSBILLS changes are included in this change:

A. AMCL 27, which revises the criteria for validating bill-to offices and fund codes.

B. AMCL 28, which adds a LIDS Report: Interfund Bills by Route-to Comm RI Code.

C. AMCL 30, which facilitates processing of billings for into-plane issues when the bill-to office cannot be readily identified.

D. AMCL 31A, which adds the FMS country code to the summary billing record and provides for charging the FMS trust account when the fund code is invalid on FMS requisitions.

E. AMCL 32, which revises the year/month fields on the summary billing record.

F. AMCL 33, which adds a new Billing Status Code AM which is related to returns of discrepant materiel.

G. AMCL 37, which changes the fund code assigned for accessorial cost billings to the Army.

H. AMCL 38, which clarifies the military department authority to write off FMS discrepancies against the FMS Administrative Fund.

I. PMCL 46, which administratively documents additional information provided by GSA on transportation and cash discount detail billing records.

III. This change sheet will be filed in front of the publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR

JAMES J. SINGSANK
Colonel, USA
Staff Director, Administration

DISTRIBUTION
Defense Logistics Agency: 3
Army: C - Active Army, USAR, ARNG: To be distributed in accordance with DA Form 12-9A, requirements for AR, Financial Administration
Navy: Navy Standard Distribution List E2F (Code NAFC-521)
Air Force: F
Marine Corps: A-45

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REFERENCES

(a) DoD Directive 4000.25, "Administration of Defense Logistics Standard Systems."
(b) DoD 4000.25-7-S1, "Fund Code Supplement to MILSBILLS," authorized by DoD Directive 4000.25.
(c) DoD 5025.1-M, "DoD Directives System Procedures," authorized by DoD Directive 5025.1.
(d) DoD 7110.3-M, "Budget and Fiscal Coding Manual of the Office of the Secretary of Defense," authorized by DoD Instruction 7110.3.
(e) DoD 4000.25-D, "Department of Defense Activity Address Directory" authorized by DoD Directive 4000.25.
(f) DoD 7420.13-R, "Stock Fund Operations," authorized by DoD Directive 7420.13.
(g) DoD Instruction 7220.9, "DoD Accounting Policy."
(h) DoD Instruction 7420.12, "Billing, Collection, and Accounting for Sales of Materiel from Supply System Stock."
(i) DoD 7220.9-M, "Department of Defense Accounting Manual," authorized by DoD Directive 7220.9.
(j) "Department of Treasury Financial Management Manual."
(k) "DoD Supplement to the Federal Acquisition Regulation."
(l) DoD Instruction 7510.4, "Uniform Policy for Charging Accessorial and/or Administrative Costs Incident to Issues, Sales, and Transfers of Materials, Supplies, and Equipment."
(m) Title 31, United States Code, Section 686a.
(n) DoD 7290.3-M, "Foreign Military Sales Financial Management Manual," authorized by DoD Instruction 7290.3.
(o) DLAR 4140.60/AR 12-12/NAVMATINST 4355.72B/AFR 67-7/MCO 4140.1D, "Processing Discrepancy Reports Against Foreign Military Sales Shipments."
(p) AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, "Reporting of Transportation Discrepancies in Shipments."
(q) DLAR 4140.55/AR 735-11-2/NAVMATINST 4355.73B/AFR 400-54/MCO 4430.3H, "Reporting of Item and Packaging Discrepancies."
(r) DLAR 4155.24/AR 702-7/NAVMATINST 4855.8D/AFR 74-6/MCO 4855.5D, "Reporting of Product Quality Deficiencies Across Component Lines."
(s) DoD 4140.17-M, "Military Standard Requisitioning and Issue Procedures," authorized by DoD Directive 4000.25.
(t) DoD 4000.25-10-M, "Defense Automatic Addressing System (DAAS)," authorized by DoD Directive 4000.25.
(u) Joint Chiefs of Staff Allied Communications Publication 117.
(v) Joint Chiefs of Staff Joint Army, Navy, and Air Force Allied Publication 128.
(w) Volume 1 of DoD 4500.32-R, "Military Standard Transportation and Movement Procedures," authorized by DoD Directive 4000.25.
(x) Supplement No. 1 to DoD 4140.17-M, "MILSTRIP Routing Identifier and Distribution Codes," authorized by DoD Directive 4000.25.

(y) DoD 5105.38-M, "Security Assistance Management Manual," authorized by DoD Directive 5105.38.
(z) Volume 10, "Multiple Application References/Instructions/Tables and Grids," of DoD 4100.39-M, "Defense Integrated Data System Procedures Manual."

Organization	Focal Point
Defense Security Assistance Agency	Comptroller Defense Security Assistance Agency ATTN: COMPT-FMD Washington, DC 20330-2800 (AV 227-2293)
General Services Administration and Non-Defense Agencies	Director, Office of Finance General Services Administration ATTN: BCTP Washington, DC 20405-0001 (FTS 566-0620)
Marine Corps	Commandant of the Marine Corps ATTN: LLS-4 Washington, DC 20380-0001 (AV 224-5740)
National Security Agency	Comptroller National Security Agency ATTN: N44 Ft. Meade, MD 20755-6000 (AV 235-0111, ext. 6260)
Navy	Commander Navy Accounting and Finance Center ATTN: NAFC-521 Washington, DC 20376-5001
DoD Components other than those shown above contact the DoD MILSBILLS Administrator	Chief, Defense Logistics Standard Systems Office ATTN: DLSSO-CB Cameron Station Alexandria, VA 22304-6100 (AV 284-7956)

G. PUBLICATION OF THE MANUAL

1. Organization and Numbering

a. In addition to the front matter (Foreword, Table of Contents, Acronyms, and Abbreviations, etc.), the manual is organized into chapters and appendices.

b. Each chapter is divided into sections and, where necessary, into paragraphs and subparagraphs. Sections are indicated by capital letters, paragraphs by numbers. Subdivisions of paragraphs

are indicated by lower case letters, by numbers in parentheses, by lower case letters in parentheses, by underscored numbers, and by underscored lower case letters, in that order; for example:

Chapter 1

A. Section

3. Paragraph

a. Subparagraph

(1) Subparagraph

(a) Subparagraph

1 Subparagraph

a Subparagraph

c. Appendices are identified by alphabetics and numerics to indicate an alphabetic group, e.g., A1, A2, B1, B2.

d. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with arabic numerals beginning with 1. Each page number of a chapter is preceded by the number of the chapter. The page numbering system of the appendices indicates the number of the appendix, i.e., B1-, B2-, etc., followed by the page number of the appendix.

2. Distribution of the Manual. The Defense Logistics Agency will distribute this manual and formal changes to those designated points within each DoD Component and participating organization as requested by the organization or Component in their open rider requisition. Further distribution is accomplished within each organization based upon approved distribution data generated through their internal publication channels.

3. Formal and Interim Changes

a. Formal changes to this manual will be published as needed. Formal changes will be numbered consecutively and issued as page replacements. The change number will be indicated on each page and new or revised wording will be indicated by marginal lines.

b. Interim changes will be issued to publish emergency or other changes when there is insufficient time to publish a formal change. All interim changes will be incorporated in a formal change without undue delay. Interim changes will be numbered consecutively and will indicate the formal change in which it will be incorporated. For example, the second interim change to be incorporated in change 3

will be numbered "IC 3-2." The MILSBILLS administrator will distribute copies of interim changes as indicated in lists provided by the MILSBILLS Focal Points.

H. PROPOSED CHANGES

1. Activities proposing revisions to this manual or its supplement (reference (b)) will forward the proposal to their focal point.

2. If concurred with, the focal point will forward the proposed change to the MILSBILLS administrator:

Chief, Defense Logistics Standard Systems Office
ATTN: DLSSO-CB
Cameron Station
Alexandria, VA 22304-6100

3. The following information must accompany proposed changes to this manual when they are forwarded to the MILSBILLS administrator:

a. Concept. A narrative description of the idea underlying the proposed change. What is the basic idea or problem?

b. Rationale. An explanation of the need for the change. Why is it a problem?

c. Interface. Known or potential impact on other DLSS or non-DLSS DoD logistics or financial system(s). Who should be involved with or know of this proposal?

d. Expected Benefits. Operational sta ement identifying known or potential advantages resulting from the proposed revision. Disadvantages, when known, should also be addressed.

e. Proposed Change. Proposed wording changes for this manual and other DoD publications upon which this change is contingent or are affected by the change.

4. The MILSBILLS administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with the MILSBILLS Focal Points. A consecutively numbered proposed MILSBILLS change letter (PMCL) will be prepared to staff proposals. A minimum of 60 days will be allowed for staffing.

5. Prior to submitting proposed changes to the supplement (reference (b)), focal points will ensure that:

a. Treasury account symbols are valid or provide conversion instructions for reporting on the Statement of Interfund Transactions.

b. Suffix/limit codes cited on department "97" appropriations are valid as determined by OSD (reference (d)).

c. DODAACs cited are listed in the DODAAD (reference (e)).

6. Changes to the supplement (reference (b)) will normally be approved and published without coordination. When a standard procedure or policy is involved, a proposed change to the appropriate provisions of this manual must accompany the change to the supplement. Changes to fund codes which denote billing under noninterfund procedures must be staffed.

I. APPROVED CHANGES

1. Coordination. After a proposed change to this manual is approved, the MILSBILLS administrator will, in coordination with the MILSBILLS Focal Points, establish an effective date for the change. Coordination will be effected through agreements reached during DoD MILSBILLS Focal Point committee deliberations or, in most cases, through letters to the MILSBILLS Focal Points.

2. Preferred Implementation Date. Request for implementation date (RFID) letters will allow the MILSBILLS Focal Points a minimum of 60 days for staffing. Changes will normally be effective on April 1 or October 1. Preferred dates more than one year in the future will also indicate whether or not any portion of the approved change can be implemented with one year's notice.

3. Effective Date

a. Following receipt and evaluation of DoD Component and participating Agencies preferred implementation dates, the MILSBILLS administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced by the MILSBILLS administrator through release of an AMCL.

b. Except for fund codes denoting billing under noninterfund procedures, changes to the supplement (reference (b)) will be effective as of the date (first of a month) indicated by the focal point. However, when the change is received by the MILSBILLS administrator less than 60 calendar days before the desired effective date, the change will be published effective the next scheduled period or as soon as possible.

4. Approved MILSBILLS Change Letters (AMCLs). AMCLs will be consecutively numbered and are provided to formally notify system participants of approved changes. AMCLs may also be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The MILSBILLS administrator will distribute copies of AMCLs as required by lists provided by MILSBILLS Focal Points.

CHAPTER 2

BILLING PROCEDURES

A. BILLING POLICIES

DoD 7420.13-R (reference (f)), DoD Directive 7220.9 (reference (g)), and DoD Instruction 7420.12 (reference (h)) provide the DoD policies governing procedures in this chapter.

B. CRITERIA FOR BILLING

1. Shipments from Stock. Billings will be effected on the basis of drop from inventory, provided that notification of warehouse refusal or other advice of nonavailability has not been received by the inventory control point within seven calendar days of drop from inventory. Exceptions are as follows:

a. Billings for foreign military sales and military assistance program shipments will be effected upon constructive delivery.

b. Billings for bulk POL shipments under mode/method codes 2, 8, W, and Z will be effected upon receipt notification provided that such notification has been received by the billing office within 15 days of the date of delivery; otherwise, billing will be effected upon notice of shipment or issue.

c. Billings for perishable subsistence chill and freeze items will be effected upon drop from inventory. Billings for fresh fruits and vegetables will be effected upon receipt of an issue transaction from a Defense Subsistence Office.

d. MAP sales requisitioned under authority of Section 506 of the Foreign Assistance Act (FMS/MAP Type of Assistance Code "C") may not be billed until funds are appropriated. The determination to use Section 506 does not provide obligation or disbursing authority. Section 506 permits the drawdown of existing DoD stocks subject to an appropriation to be made at a later date to effect reimbursement to the Defense accounts. Should Congress fail to appropriate funds for this purpose, the Defense account must absorb these costs. Section 506 drawdowns of GSA or other non-DoD stocks are not authorized.

2. Direct Deliveries of Materiel from Contractors. When an inventory manager is out of stock, does not carry an item or otherwise requests direct delivery of materiel from a vendor, the billing will be effected upon notification of receipt of materiel by the customer or notification of shipment by the vendor. However, issues by mode/method codes 2, 8, W, and Z will be billed based upon the issue transaction if the notification is not received by the inventory manager within 15 days of the date of issue.

C. PREPARATION OF BILLS

1. General

a. Bills will be prepared within 30 days of the criteria provided in section B and will identify each shipment or delivery.

b. When unbilled item(s) for one DoD customer total less than $100, billing for the item(s) may be suspended until such time as the total of the unbilled items equals or exceeds $100; except that all unbilled item(s), regardless of value, will be billed at the end of a fiscal year quarter (December 31, March 31, June 30, or September 30) or whenever a credit billing line is involved.

2. Method of Billing.

a. Billings to DoD offices will be under interfund procedures except as provided below.

b. Billing will be under noninterfund procedures when:

(1) the bill-to office is non-DoD (bill-to service code is numeric, G, or Z),

(2) the bill-to office is an Army, or Navy contractor (bill-to service code is C or Q),

(3) the bill-to office is DoD (bill-to service code is alpha other than C, G, Q, or Z) and the fund code requires noninterfund billing, and

(4) the bill-to office is an other DoD Component and the fund code is not listed in the other defense agencies ("A") appendix of the supplement.

3. Determining Billed Offices

a. Billed offices will be assigned in accordance with the signal code cited on the requisition, report of excess, etc. When the signal code is C or L, the billed office is assigned by converting the fund code to a billed DODAAC. The B series appendices of the supplement (reference (b)) provide appendices to be used, in conjunction with the service or agency code of the requisitioning DODAAC, to convert fund codes to billed DODAACs.

b. Whenever the coding or other information provided on a requisition, report of excess, or similar document does not designate a billed office DoDAAC or designates a DODAAC not currently published in the DODAAD (reference (e)), the requisitioning, excess reporting,

or activity submitting the document will be designated[1] as the billed office. For IL requisitions, the requisitioning control office (Army/W25PØ2, Navy/N65916, and Air Force/FA23Ø3) will be assigned as the billed office.

c. The mailing address for noninterfund bills will be the clear text address prescribed for billing (TAC 3, if assigned; otherwise, TAC 1) in the DoDAAD and the routing for interfund bills will be based on the same criterion.

4. Nonreimbursable Bills

a. Except for the provisions of subparagraph c. below, materiel issued under nonreimbursable procedures will be reported to the billed office using the DI Code FE_ series format.

b. DoD 7220.9-M (reference (i)) provides that if the amount of billings for any one customer is less than $100 at the end of a fiscal year quarter the billing may be waived. Working capital funds and the Corps of Engineers civil works funds must not waive reimbursement of any amount.

c. GSA sometimes, at its discretion, processes requisitions of $1 or less without billing. Therefore, any DoD Component having such items unbilled 60 days after receipt of materiel may assume that they will not be billed and cancel the obligation accordingly.

5. Interfund Bills

a. Interfund bills will be transmitted to the offices billed no later than the fifth working day of the month following the month in which reimbursement is credited to the account of the billing office. Transmission to the offices billed will be by AUTODIN when available. When billings are transmitted directly to the billed office by AUTODIN, "text" or "header" records will designate the internal routing, e.g., "For Accounting and Finance Officer." When billings are transmitted to DAASO (COMM RI RUEOZZA) for routing to the billed office "text" or "header" records are not needed. When AUTODIN is not used, interpreted (printed) billing records will be mailed to the billed office.

b. Separate detail billing records, selected from the "B" series appendices, will be prepared for each shipment or delivery supporting the summary billing record.

c. With the exception of FMS[2] requisitions, the A series appendices of the supplement (reference (b)) provide appendices to be used, in conjunction with the Service/Agency code of the billed

[1]Billing offices have until 1 Nov 89 to implement this provision.
[2]See definitions and terms.

DoDAAC, to convert fund codes to appropriations. When a requisition cites an invalid fund code but is identified as FMS-funded, the FMS trust account will be charged. In addition, the FMS country code will be entered in the summary billing record of all FMS bills.

d. A separate interfund bill will be prepared for billings applicable to a given billed office for each appropriation and fund code within appropriation or when the sum of the detail billing records equals or exceeds 10 million dollars. A summary billing record may not summarize more than 494 detail billing records.

6. Noninterfund Bills.

a. SF 1080, "Voucher for Transfers between Appropriations and/or Funds" (figure 2-1) or other form approved by Treasury, such as GSA Form 789, "Statement, Voucher and Schedule of Withdrawals and Credits" (figure 2-3), will be used as the billing document for non-interfund bills. A computerized version (figure 2-2) of the SF 1080, the SF 1080-EDP, is also available.

b. An original and two copies of the noninterfund billing will be provided to the office billed. If an identification or bill number is used, only an original and one copy will be sent.

c. Noninterfund billings will be supported by the following minimum information: document order number, article or services, delivery date, quantity, and price. The first two items of information will usually be satisfied by the requisition document number and national stock number. The delivery date is the same as the day of year prescribed for the detail billing record appropriate for the issue. Billing offices need not provide EAM cards in the format prescribed in the B series appendices.

d. The procedures described in this section are based upon procedures prescribed by the Department of Treasury in chapter 2500 of the Treasury Financial Manual (reference (j)).

D. RETAIL LOSS ALLOWANCE

1. DoD 7420.13-R (reference (f)) requires the DLA Defense Stock Fund and other wholesale stock funds, as appropriate, to include an additional surcharge factor in their standard prices to compensate the fund for retail stock normal operating losses.

2. When a retail loss allowance surcharge is included in the standard price of commodities under the integrated management of a DoD Component, a retail loss allowance will be applied as a reduction to the net materiel charges included in the billing for items of those commodities. The allowance is applied at a rate which is equivalent to the retail loss surcharge factor included in the standard price of the materiel commodity. The allowance will be supported by a billing record in the DI Code FL_ series format.

GSA FORM 789

GENERAL SERVICES ADMINISTRATION
STATEMENT, VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS

CHARGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY STATEMENT OF TRANSACTIONS FOR ACCOUNTING PERIOD ENDING# BILLING DATE 08/31/86

CUSTOMER AGENCY	BILLING AGENCY
CUSTOMER AGENCY VOUCHER NO.	BILLING AGENCY VOUCHER NO. E0615924
AGENCY LOCATION CODE (ALC)	AGENCY LOCATION CODE 47-00-0016
BILLED OFFICE CODE H26J1R AGENCY BUREAU 2100	
DEPARTMENT# USAQTEA ADDRESS # ROOM 408 5600 COLUMBIA PIKE FALLS CHURCH VA 22041	DEPARTMENT# GENERAL SERVICES ADMINISTRATION ADDRESS # REGION 6 RECEIVABLE P.O. BOX 73221 CHICAGO, IL. 60673

CUSTOMER AGENCY SUMMARY APPROPRIATION OR FUND	AMOUNT	BILLING AGENCY SUMMARY APPROPRIATION OR FUND	AMOUNT
47F3875.6		255X	42.00
TOTAL		TOTAL	42.00

DETAILS OF CHARGES OR REFERENCE TO ATTACHED SUPPORTING DOCUMENTS#

SEE ATTACHED GSA FORM
SINGLE LINE ITEM BILLING REGISTER, F. SUPPLIES PURCHASES

PAYING OFFICE CONTACT# PROCESSED BY TELEPHONE NO.

BILLING AGENCY CONTACT# PREPARED BY ACCOUNTS RECEIVABLE BRANCH TELEPHONE NO. 816-926-7037

CERTIFICATION OF CUSTOMER OFFICE

I CERTIFY THAT THE ITEMS LISTED HEREIN ARE CORRECT AND PROPER FOR PAYMENT FROM AND TO THE APPROPRIATION(S) DESIGNATED.

DATE TELEPHONE NO. AUTHORIZED ADMINISTRATIVE OR CERTIFYING OFFICER

****
END OF BILL NUMBER E0615924 DATED 08/31/86
****

Figure 2-3. Sample GSA Form 789

3. Retail loss allowances are not provided on sales to foreign, state, municipal governments/private parties, or nonappropriated activities. Retail loss allowances are not provided on into-plane sales.

E. INTO-PLANE FUEL SALES. These procedures apply to DoD into-plane issues (sales) of fuels to DoD aircraft except when other billing procedures are specified by the terms of an inter-Service support agreement.

1. Reimbursable issues (sales) of fuel into DoD planes by DoD activities will be billed at the standard price in effect at the time of issue.

2. Contractor into-plane fuel issue will be billed at the standard price applicable to each such issue.

3. Billing offices for stock funds will grant credit for DoD aircraft defueling based on supply defueling slips at stock fund prices.

4. Credits will be given for contractor into-plane defueling of DoD aircraft based on a defueling slip at the standard price given for each defueling.

5. Into-plane fuel billings will be in the DI Code FP_ format.

6. Bills for into-plane issues of aviation gasoline, or for aircraft defuelings, which are not identifiable to a Service activity will be mailed, along with legible copies of the supporting DD Forms 1898, to the applicable control point identified below:

a. Army (all Army Service/Agency codes):

Commander
U.S. Army Finance and Accounting Center
ATTN: FINCO-C
Indianapolis, IN 46249-0001

b. Navy and Marine Corps

(1) For bill-to Service/Agency code R:

Commanding Officer
Fleet Accounting and Disbursing Center
U.S. Pacific Fleet
937 North Harbor Drive
San Diego, CA 92101-5801

(2) For bill-to Service/Agency code V:

Commanding Officer
Fleet Accounting and Disbursing Center,
U.S. Atlantic Fleet
Bldg. 132, Naval Station
Norfolk, VA 23593-5000

(3) For other Navy or Marine bill-to Service/Agency codes:

Commander
Navy Accounting and Finance Center
Code NAFC-521
Washington, DC 20376-5001

c. Air Force (all Air Force Service/Agency codes):

AFAFC/TCRC
Denver, CO 80279-5000

F. AUTOMOTIVE VEHICLES

GSA is authorized to use the interfund billing system to bill DoD activities for automotive vehicles purchased under a category one (reimbursable) MIPR. DoD activities submitting MIPRs must do so in accordance with paragraph 8.7008 of the DoD Supplement to the Federal Acquisition Regulation (reference (k)) which requires activities to provide MILSTRIP requisition data for each line item which is to be delivered to each ship to address. For purposes of identifying and validating charges, GSA will support interfund billings for automotive vehicles with a GSA Format 952, "Single Line Item Billing Register." The format (figure 2-4) will show, in addition to the information shown on the billing record, the last five digits of the MIPR number under the columns headed "DIST CD PROJ CD."

G. OPTIONAL BILLING PROCEDURE FOR FRESH FRUITS AND VEGETABLES

1. DoD Components and participating Agencies may elect to have DLA's Defense Personnel Support Center summarize billings for FF&V. The option is available on a DoD Component or Agency wide basis only. Currently, only the Air Force has elected this billing option.

2. Under the optional FF&V billing procedure, DLA will summarize onto a single billing line all FF&V issues to a Service or Agency. The billings will be summarized by requisition month and fiscal year. These summarized billings will be prepared in the DI Code FV1 or FV2 format and will be forwarded to a predesignated central office in that Service or Agency. DLA will provide microfiche copies of the supporting detail billing records when requested.

GSA FUND 952

GENERAL SERVICES ADMINISTRATION
REGIONAL OFFICE OF ADMINISTRATION

BILLED OFFICE
ADDRESS CODE: HE1287
AGENCY/BUREAU: 9700

BILL NO: 0Y955
DATE : 11/18/84
PAGE NO: 1

GOODS GERMANY SOC
ACCOUNTING AND FINANCE OFFICE
DEFENSE GENERAL SUPPLY CENTER
RICHMOND VA 23297

SINGLE LINE ITEM BILLING REGISTER

NEW YORK, N.Y.

DOC ID	RTG ID	C	STOCK OR PART NUMBER	UN ISS	QUANT	DOCUMENT NUMBER/SUF	SUPPL ADDR	SIG CD	FND CD	N S	ADJ ALL	BILL NO	DEL DTE	EXTENDED VAL	UNIT SELL PRICE	DIST CD	PRO CD	STR SCH	GSA DOC NUMBER
			DIRECT DELIVERY - AUTOMATED - NON-STORES																
FC1	GNO		7530-01-078-1945	BX	40	HE1287 4192 0002	HE2477	J	XP			0Y955	208	184.40	4.61				EN26861N
FC1	GNO		7530-01-078-1945	BX	6	HE1287 4228 0001	HE4436	J	XP			0Y955	241	27.66	4.61				EN91711N
FN1	GNO		EXP SURCHG 05% X			312.06 HE1287			XP			0Y955		16.96					
FS1			TOTAL FUND CODE XP						XP			0Y955		339.02					
															9 LINE ITEMS				

TOTAL BILLING 339.02 **

Figure 2-4. Sample GSA Format 952

H. BILLING FOR ACCESSORIAL AND ADMINISTRATIVE COSTS

1. Method of Billing

a. Accessorial and administrative costs may be billed via interfund or noninterfund. However, to the extent practicable, billing will be accomplished in the same manner as the materiel.

b. When billed via interfund, accessorial and administrative costs billings will follow the procedures and formats prescribed for the charge.

2. DoD Shipments. DoD Instruction 7510.4, (reference (1)) provides the DoD policy for billing accessorial and administrative costs.

3. GSA Shipments. GSA will assess accessorial and administrative costs on shipments to DoD as indicated in this section.

a. Transportation

(1) Except as outlined in paragraph (2) below, GSA will pay transportation charges on stock items to:

(a) Consignees in the CONUS, and where scheduled surface commercial transportation services are available in Hawaii, and Commonwealth of Puerto Rico, the Virgin Islands and the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island.

(b) A U.S. port of embarkation for overseas destinations not included in (1) above.

(2) GSA will not pay transportation charges for shipments of nonstock items, purchased f.o.b. origin, to a CONUS destination or a U.S. port of embarkation. GSA will, however, prepay the transportation charges and bill the agency, as a separate item.

b. Packing, Packaging, and Preservation

(1) Charges will be assessed at the rate of six percent of the value of the materiel ordered and delivered with both level "A" and level "B" pack through GSA regions to DoD customers overseas except as otherwise specified in (2) below.

(2) Charges will not be assessed for materiel delivered with level B pack to customers located in Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands and the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island.

(3) Annually GSA will propose changes in the above rates based on reviews of actual costs for use throughout each fiscal year and advise the ASD(C) sufficiently in advance for appropriate program and budget planning.

(4) GSA surcharge or packing, packaging, and preservation for DoD Components will be assigned the same bill number as the related materiel.

c. Fund Code Charged. GSA billings for accessorial costs incurred for supply items requisitioned by DoD activities will reflect the following fund codes (t denotes the FY within decade of the billing date):

DoD Components	Assign Fund Code
Army	t1 when the fund code in the related materiel billing designates account 21X4991 or 97X8242 ; otherwise, perpetuate the fund code from the materiel billing.
Navy	"XT".
Others	cited on the requisition.

I. BILLING FOR PROGRESS AND ADVANCE PAYMENTS

1. Progress Billings

a. Progress payments may be billed via interfund whenever the order received from the customer specifies that progress billings via interfund are authorized. Interfund billings for progress payments will use DI Code FU1/2. Documentation of the agreement by the customer to allow progress billing via interfund may be used in lieu of a specific provision on each order.

b. Billings made for progress payments will be based upon documentary evidence of satisfactory performance and will not exceed the amount of the customer order.

c. The billing office will offset bills for deliveries against all outstanding progress billings related to those deliveries. Billing records will be reported for both the full value of the shipment (i.e., DI Code FA1) and the amount of the progress billing being liquidated. The billing method elected for the progress payment will also be the method used to bill for the delivery.

d. Although multiple progress bills may have been submitted against an order, a single recoupment billing record may be reported for the total amount of the progress billings.

2. Advance Billings

a. Advance billings may not be billed via interfund. When authorized, advance funding will be satisfied via noninterfund and by the use of appropriation level, rather than project or order level, advances.

b. Advances received must be returned or applied to accounts receivable before the end of the fiscal year.

J. CORRECTION OF ERRONEOUS BILLINGS

When a billing office finds it has issued a bill containing one or more billing lines requiring correction in some way, it will reverse the erroneous charges or credits - and only such charges or credits - irrespective of dollar amount and include corrected charges or credits in a subsequent bill. The corrections will be processed as soon as it is practical and will not await customer requests for adjustments.

K. CANCELLATIONS

When an ICP determines that a requisition (and related shipments) has been cancelled, any billings which were generated for that requisition will be reversed in the first available billing cycle. When the cancellation involves diverting materiel back to stock, the billing will be reversed upon receipt of the materiel. Any charges related to the cancellation, such as contract termination costs, will be billed by noninterfund procedures.

L. RETENTION OF BILLING RECORDS

1. Records supporting MAP or FMS billings will be maintained for two years and others for one year after the billing month.

2. Adjustment processing activities will retain the necessary records for whatever time period required to enable them to process adjustments when the request or discrepancy report leading to the adjustment is received within allowable timeframes.

M. ROUTING AND RETENTION OF INTERFUND BILLS BY THE DAASO

1. All sellers are encouraged to forward their interfund bills to DAASO for routing to the billed office.

2. Interfund billings to be routed by DAASO must be transmitted to DAASO with a Content Indicator Code of "IFBB". The DAASO "Route to" COMM RI code must be "RUEOZZA". Billing offices will not forward copies of bills to DAASO for routing if the office to receive the copy differs from the actual billed office.

3. An interfund bill message may consist of a summary billing record (DI Code FS_) and one or more detail billing records but shall not contain more than 495 records (DI Codes FS_, FL_, FA_, etc.) on the message. With the header and trailer records, messages will consist of no more than 497 records.

4. DAASO will edit each interfund bill to ensure that:

a. The record count shown in pos. 5-7 of the summary billing record equals the actual count of the supporting billing records.

b. The bill-to address shown in pos. 30-35 of the summary billing record is a valid DoDAAC.

c. The amount shown in pos. 65-73 of the summary billing record equals the sum of the amounts shown in pos. 65-73 of the supporting billing records.

5. DAASO will reject interfund bills which fail any of the edits. Rejected interfund bills will be returned to the originating communications center with a narrative description indicating the reason for rejection. Billing offices must correct the rejected bills and resubmit them to DAASO. Both corrected bills and billing office interfund reports, when appropriate, will be forwarded to the offices involved.

6. Upon successful completion of the edits, DAASO will route interfund bills by an appropriate means (AUTODIN, mail, message, etc.) to the billed office. A narrative header record "For Accounting and Finance Officer" will be included with each interfund bill.

7. The DAASO will retain in their files, non-FMS interfund bills routed by them for one year and FMS interfund bills for two years. Chapter 4 prescribes procedures for obtaining copies from DAASO.

CHAPTER 3

PROCESSING AND PAYMENT OF BILLS

A. PAYMENT OF NONINTERFUND BILLS

1. Bills are due upon receipt and shall be paid in full and promptly; that is, within 30 calendar days of the bill date. The following exceptions apply:

a. Bills for issues to NATO (SHAPE) (identified by billed office DoDAAC WM1Q7K) are due 120 calendar days after the billed date.

b. Bills for issues to UN Peacekeeping Forces (identified by billed office DoDAAC WN7GX8) are due 120 calendar days after the billed date.

2. When both the appropriations to be reimbursed and disbursed are within the DoD, bills may be paid either by check or through cross disbursing (no check) procedures. Payments involving appropriations outside the DoD will be by check.

3. All payments will include either:

a. the identification (bill or statement no.) of the bill, or
b. a copy of the bill.

B. PROCESSING INTERFUND BILLS

Interfund bills are notices of disbursement of billed office funds by the billing office. Accordingly, billed offices will take prompt action to suspend, correct, or accept the disbursement. These actions will be accomplished as prescribed in the appropriate Service or Agency interfund reporting and clearance procedure.

C. ADJUSTMENTS

1. Billed offices will review all charges to ensure that items billed were ordered and that obligations are adjusted when appropriate. All requests for adjustments of billings will be prepared in accordance with chapter 4.

2. Billing or other discrepancies that do not meet the criteria for requesting adjustment, described in chapter 4, shall be recorded as obligations, funds disbursed, and expenses.

CHAPTER 4

ADJUSTMENT PROCEDURES

A. REQUESTING ADJUSTMENTS

1. Submission.

a. All requests for adjustments will be forwarded to the billing office with the following exceptions:

(1) Requests for copies of interfund bills will be forwarded to the DAASO if the DAASO record retention period has not expired. See section G for additional information.

(2) Requests for adjustments of GSA billings, other than subparagraph (1) above, will be forwarded to the GSA central processing office (RI Code "GSA"). For adjustment purposes, this office is considered a "billing office". All requests for adjustments are to be forwarded via AUTODIN. Correspondence, if necessary, should be mailed to:

GSA Discrepancy Reports Center (6FRB)
1500 East Bannister Road
Kansas City, Missouri 64131-3087

b. All requests for adjustments, including those related to FMS and reported to ILCOs under FMS ROD procedures (references (n) and (o)) will be forwarded to the billing office in the format prescribed for the billing advice code appropriate to the request. The formats are prescribed in the C series appendices.

c. All requests for adjustments will be submitted within 30 calendar days of billing. Exceptions to this requirement, where appropriate, are noted in other sections of this chapter. Initial requests for adjustment received after the record retention period for billing records will be denied.

2. Minimum Value.

a. No request for adjustment will be submitted for non-FMS billing errors if the amount of the adjustment is:

(1) $25 or less and the billing office is GSA.

(2) Less than $100 and the billing is for a subsistence item.

(3) Less than $250 and subparagraphs (1)-(2) do not apply.

b. There is no minimum value for:

(1) Requesting a corrected bill when the bill received is incomplete (BAC "19"),

(2) Requesting status of required billing (BAC "34"),

(3) Requesting a copy of a bill (BAC "41"),

(4) Requesting noninterfund billing when the billing cannot be processed under interfund procedures (BAC "51").

(5) Requesting adjustments of FMS billing errors. However, the ILCOs or others may not submit FMS adjustment requests when the request can be rejected per the general conditions of the DD Form 1513, U.S. Department of Defense Offer and Acceptance.

B. CANCELLING OR AMENDING REQUESTS FOR ADJUSTMENT

1. Submitting offices will cancel requests for adjustments whenever the request is invalid or inappropriate and the billing office has not responded to the request.

2. If the billing office has responded to an invalid or inappropriate request with a billing status code in the "A," "D," or "E" series no further action is required. Submitting offices will forward a cancellation request (DI Code FAC, FDC, or FJC) to the billing office if a billing office response ("C" series BSC), considering the advice code forwarded, indicates that an adjustment is in process.

3. Requests for adjustments may be amended by cancelling the original request and submitting a new request.

C. FOLLOWUP ON UNANSWERED REQUESTS FOR ADJUSTMENT OR MRP CREDIT

1. Additional followup to DAASO for copies of interfund bills, if needed, will be by letter, message, or telephone (AV 986-6395). Followup to DAASO may begin seven calendar days after the request is submitted.

2. Except for followups described in paragraph 1, offices submitting adjustment requests will follow up on requests for adjustments remaining unanswered for more than 45 calendar days after submission. The followup will be forwarded in the same manner as the initial request and in the DI Code FAF, FDF, or FJF format appropriate for the advice code. If the request for adjustment remains unanswered for more than 30 calendar days after followup, submitting offices will forward a second and final followup by letter or message to the billing office. In addition to providing the billing office with the information required to process the request,

e. Backordered. A request for adjustment in the format prescribed for BAC "18" will be forwarded to the billing office whenever a billing is received on a requisition which was backordered and the ICP or IMM has provided MILSTRIP (reference (s)) status, after receipt of the billing, confirming that the materiel is still backordered. Do not submit requests citing BAC "18" prior to obtaining this status.

f. Billing cannot be rendered. Billed offices will request adjustments in the format prescribed for BAC "20" whenever the billing office issues a bill after advising, in a response to a request for billing status (BSCs DC and DF), that a bill could not be rendered.

g. Improper interfund. Whenever billing offices bill under interfund procedures and MILSBILLS procedures do not prescribe billing under interfund procedures, billed offices will forward requests for adjustment in the format prescribed for BAC "52". When MILSBILLS procedures prescribed billing under interfund procedures, billing offices will deny these requests. If the requisition or excess report was coded incorrectly and the interfund billing cannot be processed, refer to procedures for requesting rebilling under non-interfund procedures.

6. Promised Adjustment Not Received. A request for adjustment citing BAC "23" will be prepared when a billing or adjustment is not received and more than 30 calendar days have elapsed since receiving a reply (DI Code FAR or FJR) to a request for adjustment promising the billing or adjustment. If the adjustment promised relates to a discrepancy report, refer to the section on adjustments for discrepancy reports.

7. Other Billing Problems. Billed offices or others will request adjustments for problems not covered by this section or sections E, F, H, or J by forwarding a letter (or message) of explanation along with the information prescribed for BAC "55". Billing offices will respond, via AUTODIN, in the DI Code FAR or FJR format. If required, or deemed appropriate, the billing office will also respond by letter or message.

K. ADJUSTMENTS FOR CHANGE NOTICES

1. If an order is placed with or through a stock fund, an undelivered order (obligation) should be recorded when the order is placed. A non-stock numbered item should be recorded as an undelivered order when the order is accepted. An adjustment to the undelivered order should be processed when a change notice affecting price, quantity, or an acceptable substitution of a like item is received from the stock fund. Refer to chapter 25 of DoD 7220.9-M (reference (i)) for more specific information on the above requirements.

2. If a stock fund customer does not receive a change notice or does not receive it in time to cancel or modify the order and additional funds are required, the materiel may be refused or returned to the stock fund and an adjustment requested. Adjustments for this reason will be forwarded by mail and must be signed by the activity accounting officer. The request will state essentially:

> "As a result of a price change, quantity change, or authorized substitution, the value of the materiel received exceeds amounts obligated and all available obligation authority. Request credit for the indicated quantity and items delivered under the following requisition document and suffix number. In addition, provide us with the return instructions for the materiel."

3. The billing office will honor all such requests and provide adjustment, without regard to dollar value, after the materiel is returned. The billing office will also contact the item manager (requisition processing office) to arrange for the return.

L. ADJUSTMENTS FOR FMS DISCREPANCIES AND BILLING ERRORS

The Military Departments may automatically grant adjustments[1] and charge or credit the administrative surcharge fund when:

a. The request cannot be rejected per the general conditions[2] of the DD Form 1513, U.S. Department of Defense Offer and Acceptance, and

b. The transaction was billed on a DD Form 645, Foreign Military Sales Transactions, and

c. The amount of the adjustment requested is either (1) less than $100 or (2) less than the amount approved for that Military Department by the DSAA.[3]

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[1]Automatic adjustments may be withheld from specific customers if there is a pattern of abuse of this authority. When such a pattern exists, all discrepancies and billing errors from that customer should be researched.

[2]Pre-March 1, 1979, DD Forms 1513 authorized submission of discrepancy reports for overages, shortages (including non-receipt), and damages when amounts exceed $25 for a line item. Effective March 1, 1979, the DD Form 1513 increased the $25 threshhold to $100.

[3]Military Departments may request approval for a different adjustment level. The dollar amounts of automatic adjustments will be determined by an agency cost effectiveness study which compares the administrative cost of conducting necessary research to determine specific responsibility versus the cost which will be incurred by the administrative surcharge pool if an automatic refund is authorized. The agency cost effectiveness study must be submitted to DSAA for review and approval.

M. CREDITS FOR EXCESS REPORTS (MATERIEL RETURNS PROGRAM)

1. Materiel returns program (MRP) procedures are prescribed by MILSTRIP (reference (s)).

2. Billing offices will process credits for excess reports during the first billing cycle after receiving notification that materiel, authorized for return under creditable procedures, has been received in a condition warranting credit. The credit will be processed in the DI Code FD1/2 format.

3. MRP credits will be processed at the standard price in effect at the time of receipt or at a reduced price if, in the opinion of the IMM, the condition warrants such reduction.

N. DISPUTED RESPONSES TO REQUESTS FOR ADJUSTMENT

Billing and billed offices are expected to resolve their differences regarding adjustment requests. However, when a billed office does not agree with a billing office's response and the billed office considers the amounts involved significant, the billed office may consider the dispute an unresolved problem and follow the procedures prescribed in chapter 1.

b. NO. RETRIEVED. The number retrieved and forwarded to the recipient DODAAC.

c. NO. UNMATCHED. The number of requests wherein the billing office DODAAC, bill number, and year of decade and month of billing on the request does not match the same information on an interfund bill in the DAASO files.

d. NO. REJECTED. The number of requests which contained insufficient information for processing.

2. Totals are provided for each Service and for the report.

G. INTERFUND BILLS BY ROUTE-TO COMM RI CODE

1. This report provides a monthly summary of interfund bills by "route-to" Comm RI code, for bills routed by the DAASO.

2. The number of interfund bills (NO. BILLS) number of detail billing records (NO. DETAILS), and the dollar value of the bills (DOLLAR VALUE) are summarized by service for each billed-to DoDAAC (BILLED DoDAAC) within a communications office to which bills are routed (Comm RI Code) by the DAASO during a month.

3. Report Format:

Service	Comm RI Code	Billed DoDAAC	No. Bills	No. Details	Dollar Value
Army	RUEBDSA	W73MFO	6	13	3,800.00
		W88CAB	1	2	200.00
	Comm RI Total		7	15	4,000.00
	RXXECC	WB4321	10	100	6,000.00
Service Total			17	115	10,000.00

APPENDIX A2

FUND CODE

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alpha or Numeric

1. Fund Codes are two position alpha/numeric codes used, in conjunction with the Service or Agency code of the billed office, to designate the billing method (interfund or noninterfund). When interfund billing is indicated, the fund code also indicates the fund account to be charged (disbursed) or credited (refunded). The fund code to fund account conversion is prescribed in appendix A of DoD 4000.25-7-S1 (reference (b)).

2. An additional use for the fund code, when the signal code is C or L, is to indicate the DoDAAC of the "bill-to" office. The fund code to billed office DoDAAC conversion is prescribed in appendix B7, DoD 4000.25-7-S1.

3. Requisitions submitted to DoD activities and the General Services Administration will always contain a fund code, unless the materiel requested has been offered without reimbursement, in which case the signal code (pos. 51) will be D or M (free issue) and the fund code will have no meaning to the requisition processing point.

APPENDIX A14

OTHER CODES

Number of Characters: Variable

Type of Code: Variable

Explanation: This appendix provides the source and other information for codes used or referred to in this manual which do not warrant a separate appendix in the manual.

Code	Source
Comm RI	ACP 117 (reference (u))
Content Indicator	JANAP 128 (reference (v))
DOD Activity Address	DoD 4000.25-D (reference (e))
Media and Status	DoD 4140.17-M (reference (s))
Mode/Method	DoD 4500.32-R, Vol I (reference (w))
Routing Identifier	MILSTRIP Supplement 1 (reference (x))
Service/Agency	DoD 4140.17-M
Suffix/Limit	DoD 7110.3-M (reference (d))
Type of Assistance	DoD 5105.38-M (reference (y))
Unit of Issue	DoD 4100.39-M (reference (z))
FMS Country	DoD 5105.38-M (reference (y))

APPENDIX B11

BILLING FOR INTO-PLANE ISSUES

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FP1 (charge) or FP2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Type Issue Code	7	Perpetuate from the DD Form 1898, AVFUELS Into-Plane Sales Slip (hereafter referred to as the into-plane sales slip) when present; otherwise, leave blank.
Stock Number	8-20	Enter the NSN.
Type of Bill Code	21-22	Enter a type of bill code or leave blank.
Quantity	23-29	Enter the billed or credit quantity.
Document Number	30-43	Constructed by the billing office as follows: 30-35 Perpetuate the DoDAAC of the requisitioner from the into-plane sales slip. 36-39 Year of decade and day of year of issue. 40-43 For Navy and Marine Corps, enter the last 4 digits of the preprinted serial number of the into-plane sales slip. For Army and Air Force, enter the last four digits of aircraft tail/serial number.
Major Force Program	44	Perpetuate the MFP from the into-plane sales slip.
Supplementary Address	45-50	Perpetuate the supplementary address from the into-plane sales slip.

Field Legend	Position(s)	Entry and Instructions
Signal Code	51	Perpetuate the SC from the into-plane sales slip.
Fund Code	52-53	Perpetuate the fund from the into-plane sales slip.
Bill Number	54-58	Enter bill number from SBR.
Customer Id	59-61	Perpetuate from the into-plane sales slip.
Special Data	62-64	Enter last three positions of the billing office DoDAAC when required by departmental procedures. Otherwise, leave blank.
Amount	65-73	Enter the amount billed or credit allowed. 65-71 Dollars 72-73 Cents
Aircraft Mission/ Design Series	74-76	Perpetuate the data from the into-plane sales slip.
Unit Price	77-80	Enter the standard unit price: 77 Dollars 78-80 Mills

APPENDIX B12

BILLING FOR TRANSPORTATION

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FQ1 (charge) or FQ2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, PREMIUM TRANS.
Variable	30-44	From DoD BILLING OFFICES: 30-35 Enter the DoDAAC of the billed office for billings to DoD Components and the requisitioner DoDAAC for billings to non-DoD activities. 36-38 Enter the year within decade and month of billing. 39-44 Leave blank. From GSA BILLING OFFICES: 30-43 Enter the document number to which charges apply. 44 Enter suffix, if applicable.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	For GSA level A and B pack surcharges follow the guidance provided in chapter 2; otherwise perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of the charge or credit. 65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.

APPENDIX B14

SUMMARY BILLING RECORD

Field Legend	Positions(s)	Entry and Instructions
DI Code	1-3	Enter FS1 (net charge) or FS2 (net credit).
Internal Service Use	4	Reserved for internal billed service use. Billing office; leave blank.
Record Count	5-7	Enter the number of detail billing records which support this summary billing record (may not exceed 494).
Appropriation/Fund Account Credited	8-18	Enter the appropriation/fund account reimbursed.
Billing Office (RI Code)	19-21	Enter RI code of the billing office.
Internal Use	22-27	Except as noted below[1] this field is reserved for internal DoD Component use.
FMS Country Code	28-29	If FMS, enter the FMS country code; otherwise, leave blank.
Billed Office (DoDAAC)	30-35	Enter DoDAAC of the billed office.
Year Within Decade and Month Billed	36-38	Enter the year within decade and the month in which billing was prepared; e.g., Oct 86 will be entered as 610.
Information Indicator	39	Enter applicable code or leave blank.
Bill Number	40-44	Enter bill number.
Billing Office (DoDAAC)	45-50	Enter DoDAAC of the billing office.

[1]For DLA FF&V bills to Air Force enter the requisitioning DoDAAC from the document number field of the requisition.

Field Legend	Position(s)	Entry and Instructions
Blank	51	Leave blank.
Fund Code	52-53	Perpetuate from supporting detail billing records.
Appropriation/Fund Account Charged	54-64	Enter the appropriation/fund account disbursed.
Amount	65-73	Enter the net charge or credit amount of the detail billing records supporting this summary billing record.
Year Within Decade and Month Reported	74-76	Enter the year within decade and the month in which the charge was entered in the accounting records of the billed office; e.g., Feb 85 will be entered as 502.
Blank	77-79	Leave blank.
Billed Office Indicator	80	Enter "X" to indicate SBR submitted by a billed office.

APPENDIX B17

CASH DISCOUNTS

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FW1 (charge) or FW2 (credit).
Billing Office (RI Code)	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, CASH DISCOUNT.
Variable	30-44	From DoD BILLING OFFICES: 30-35 Enter the DoDAAC of the billed office for billings to DoD Components and the requisitioner DoDAAC for billings to non-DoD activities. 36-38 Enter the year within decade and month of billing. 39-44 Leave blank. From GSA BILLING OFFICES: 30-43 Enter the document number to which charges apply. 44 Enter suffix, if applicable.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the amount of the charge or credit. 65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.

APPENDIX C14

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "34"

Requisitioned Materiel Received - Request Billing Status

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the requisition.
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the requisition.
U/I Code	23-24	Perpetuate from the requisition.
Quantity	25-29	Enter the quantity received.
Document Number	30-43	Perpetuate from the requisition.
Suffix Code	44	Indicate the suffix code pertinent to the shipment received.
Supplementary Address	45-50	Perpetuate from the requisition.
Signal Code	51	Perpetuate from the requisition.
Fund Code	52-53	Perpetuate from the requisition.
Bill Number	54-58	Enter the year and month the materiel was received: 54-55 Decade and year 56-58 Month

Field Legend	Position(s)	Entry and Instructions
Billing Advice Code	59-61	Enter: 59 Blank or character significant to the requester. 60-61 "34"
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Leave blank.
Unit Price	74-80	Leave blank.

APPENDIX C15

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "41"

Request Copy of Billing

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Enter the RI code of the billing office.
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Leave blank.
U/I Code	23-24	Leave blank.
Quantity	25-29	Leave blank.
Document Number	30-43	Enter: 30-35 DoDAAC of the billed office. 36-40 Leave blank. 41-43 Year within decade and month of billing (YMM). |
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Enter DoDAAC to which copy is to be sent if different from the DODAAC of the billed office. Otherwise, leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Bill Number	54-58	Enter the bill number of the requested bill.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "41"
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	If known, enter the amount of the bill being requested. Otherwise, leave blank.
Unit Price	74-80	Leave blank.

APPENDIX C33

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "34"

Requisitioned Materiel Received - Request Billing Status

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Perpetuate from the requisition.
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the requisition.
Blank	21-22	Leave blank.
Quantity	23-29	Enter the quantity received.
Document Number	30-43	Perpetuate from the requisition.
Suffix Code	44	Indicate the suffix code pertinent to the shipment received.
Supplementary Address	45-50	Perpetuate from the requisition.
Signal Code	51	Perpetuate from the requisition.
Fund Code	52-53	Perpetuate from the requisition.
Bill Number	54-58	Enter the year and month the materiel was received: 54-55 Decade and Year 56-58 Month

Field Legend	Position(s)	Entry and Instructions
Billing Advice Code	59-61	Enter: 59 Blank or character significant to the requestor. 60-61 "34"
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	Leave blank.
Unit Price	74-80	Leave blank.

*U.S. GOVERNMENT PRINTING OFFICE: 1986-181-135:40850

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

DLSSO-CB

CHANGE NO. 4
DoD 4000.25-7-M

19 Feb 88

MILITARY STANDARD BILLING SYSTEM

I. DoD 4000.25-7-M, 30 Jan 85, is changed as follows:
Remove pages listed below and insert revised pages. Changes are indicated by marginal lines.

Remove Old	Insert New
iii thru vi	iii thru vi
xi	xi
xiii thru xviii	xiii thru xviii
1-5 thru 1-12	1-5 thru 1-13
2-1 thru 2-14	2-1 thru 2-14
4-1 thru 4-10	4-1 thru 4-10
4-13	4-13
A1-1 thru A1-4	A1-1 thru A1-5
A2-1	A2-1
A3-1 and A3-2	A3-1 and A3-2
A4-1 thru A4-3	A4-1 thru A4-3
A11-1 thru A11-3	A11-1 and A11-2
A13-1	A13-1
A14-1	A14-1
B1-1 and B1-2	B1-1 and B1-2
B2-1 and B2-2	B2-1 and B2-2
B14-1 and B14-2	B14-1 and B14-2
---	C14.1-1 and C14.1-2
C19-1 and C19-2	C19-1
---	C19-1.1 and C19-1.2
C34-1 and C34-2	C34-1 and C34-2
C38-1 and C38-2	C38-1
---	C38.1-1 and C38.1-2
C41-1	C41-1

II. The following approved changes are included in this change:

A. Adjustments for billing errors by non-DoD activities (GSA) will be requested only when the amount is greater than $100. (AMCL 1a)

B. Where AUTODIN capability exists, all requests for adjustments will be sent to DAASO via AUTODIN for further routing to the billing office. (AMCL 24)

C. Central Accounts Offices will enter the year and month the interfund transfer was reported to Treasury on the summary billing record (record position 74-76). Billing offices will leave this field blank. (AMCL 32)

D. New billing status code "AM" added. (AMCL 33)

E. Allow for billing based upon shipment status. (AMCL 34A)

F. Removed option for accumulating small value billings. (AMCL 35)

G. Add additional information in replies to requests for billing status. (AMCL 36)

H. Automate the system for maintaining and disseminating fund code changes. (AMCL 39A)

I. Bill DoD contractors under noninterfund billing procedures. (AMCL 41)

J. Provide procedures for correcting interfund bills rejected by DAASO. (AMCL 42)

K. Remove GSA dollar value limit for providing financial adjustments for validated PQDRs.

L. Require all interfund bills to be routed to DAASO via AUTODIN for further routing to billed offices.

M. Revise the reporting date for Semiannual Implementation Status Reports.

III. This change sheet will be filed in front of the publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR

JAMES J. SINGSANK
Colonel, USA
Staff Director, Administration

DISTRIBUTION
Defense Logistics Agency: 3
Army: C - Active Army, USAR, ARNG: To be distributed in accordance with DA Form 12-9A, requirements for AR, Financial Administration
Navy: Navy Standard Distribution List E2F (Code NAFC-521)
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Marine Corps: A-45

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C2	Billing Advice Code "12"	C2-1
C3	Billing Advice Code "13"	C3-1
C4	Billing Advice Code "14"	C4-1
C5	Billing Advice Code "15"	C5-1
C6	Billing Advice Code "17"	C6-1
C7	Billing Advice Code "18"	C7-1
C8	Billing Advice Code "19"	C8-1
C9	Billing Advice Code "20"	C9-1

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C11	Billing Advice Code "23"	C11-1
C12	Billing Advice Code "24"	C12-1
C13	Billing Advice Code "26"	C13-1
C14	Billing Advice Code "34"	C14-1
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C15	Billing Advice Code "41"	C15-1
C16	Billing Advice Code "51"	C16-1
C17	Billing Advice Code "52"	C17-1
C18	Billing Advice Code "55"	C18-1
C19	FAR/FAS- Reply to Request for Adj. of Non-Fuel Billing (Except "AI" and "DD")	C19-1
C19.1	FAR/FAS- Reply to Request for Adj. of Non-Fuel Billing ("AI" and "DD")	C19.1-1
	FJC/FJE/FJF- Request for Adjustment of Fuel Billing:	
C20	Billing Advice Code "11"	C20-1
C21	Billing Advice Code "12"	C21-1
C22	Billing Advice Code "13"	C22-1
C23	Billing Advice Code "14"	C23-1
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C25	Billing Advice Code "17"	C25-1
C26	Billing Advice Code "18"	C26-1
C27	Billing Advice Code "19"	C27-1
C28	Billing Advice Code "20"	C28-1
C29	Billing Advice Code "21"	C29-1
C30	Billing Advice Code "23"	C30-1
C31	Billing Advice Code "24"	C31-1
C32	Billing Advice Code "26"	C32-1
C33	Billing Advice Code "34"	C33-1
C34	Billing Advice Code "41"	C34-1
C35	Billing Advice Code "51"	C35-1
C36	Billing Advice Code "52"	C36-1
C37	Billing Advice Code "55"	C37-1
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Acronym or Abbreviation	Definition
PC&H	Packing, Crating, and Handling
PCH&T	Packing, Crating, Handling, and Transportation
PIIN	Procurement Instrument Identification Number
PMCL	Proposed MILSBILLS Change Letter
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oil, and Lubricants
pos.	Position(s)
PQDR	Product Quality Deficiency Report (SF 368)
PROJ CD	Project Code
R&D	Research and Development
RCS	Reports Control Symbol
RFID	Request for Implementation Date
RI	Routing Identifier
ROD	Report of Discrepancy (SF 364)
SAAC	Security Assistance Accounting Center
SAAM	Special Assignment Airlift Mission
SBR	Summary Billing Record
SF	Standard Form
TAC	Type Address Code
TFS	Treasury Fiscal System
TDR	Transportation Discrepancy Report
U/I	Unit of Issue
U.S.	United States
USAF	United States Air Force
USAFAC	United States Army Finance and Accounting Center
USG	United States Government
WIP	Work in Progress

REFERENCES

(a) DoD Directive 4000.25, "Administration of Defense Logistics Standard Systems."
(b) DoD 4000.25-7-S1, "Fund Code Supplement to MILSBILLS," authorized by DoD Directive 4000.25.
(c) DoD 5025.1-M, "DoD Directives System Procedures," authorized by DoD Directive 5025.1.
(d) DoD 7110.3-M, "Budget and Fiscal Coding Manual of the Office of the Secretary of Defense," authorized by DoD Instruction 7110.3.
(e) DoD 4000.25-6-M, "Department of Defense Activity Address Directory," authorized by DoD Directive 4000.25.
(f) DoD 7420.13-R, "Stock Fund Operations," authorized by DoD Directive 7420.13.
(g) DoD Instruction 7220.9, "DoD Accounting Policy."
(h) DoD Instruction 7420.12, "Billing, Collection, and Accounting for Sales of Materiel from Supply System Stock."
(i) DoD 7220.9-M, "Department of Defense Accounting Manual," authorized by DoD Instruction 7220.9.
(j) "Department of Treasury Financial Management Manual."
(k) "DoD Supplement to the Federal Acquisition Regulation."
(l) DoD Instruction 7510.4, "Uniform Policy for Charging Accessorial and/or Administrative Costs Incident to Issues, Sales, and Transfers of Materials, Supplies, and Equipment."
(m) Title 31, United States Code, Section 686a.
(n) DoD 7290.3-M, "Foreign Military Sales Financial Management Manual," authorized by DoD Instruction 7290.3.
(o) DLAR 4140.60/AR 12-12/NAVMATINST 4355.72B/AFR 67-7/MCO 4140.1D, "Processing Discrepancy Reports Against Foreign Military Sales Shipments."
(p) AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, "Reporting of Transportation Discrepancies in Shipments."
(q) DLAR 4140.55/AR 735-11-2/NAVMATINST 4355.73B/AFR 400-54/MCO 4430.3H, "Reporting of Item and Packaging Discrepancies."
(r) DLAR 4155.24/AR 702-7/NAVMATINST 4855.8D/AFR 74-6/MCO 4855.5D, "Reporting of Product Quality Deficiencies Across Component Lines."
(s) DoD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures," authorized by DoD Directive 4000.25.
(t) DoD 4000.25-10-M, "Defense Automatic Addressing System (DAAS)," authorized by DoD Directive 4000.25.
(u) Joint Chiefs of Staff Allied Communications Publication 117.
(v) Joint Chiefs of Staff Joint Army, Navy, and Air Force Allied Publication 128.
(w) Volume 1 of DoD 4500.32-R, "Military Standard Transportation and Movement Procedures," authorized by DoD Directive 4000.25.
(x) DoD 4000.25-1-S1, "MILSTRIP Routing Identifier and Distribution Codes," authorized by DoD Directive 4000.25.

(y) DoD 5105.38-M, "Security Assistance Management Manual," authorized by DoD Directive 5105.38.
(z) DoD 5000.12-M, "DoD Manual for Standard Data Elements," authorized by DoD Directive 5000.12, "Data Elements and Data Codes Standardization Procedures."

DEFINITIONS AND TERMS

ACCESSORIAL COSTS. Certain expenses incident to issues, sales, and transfers of materiel. They are defined to include:

1. packing, handling, and crating costs;
2. transportation costs;
3. port loading and unloading costs; and
4. positioning costs.

ADJUSTMENT REQUESTS. Data forwarded to billing offices to request and provide information necessary for adjustment of billings. Adjustment requests also include followups for adjustments for validated discrepancy reports and promised materiel return program credits.

ADMINISTRATIVE ADJUSTMENT REQUESTS. Requests for actions related to billings which do not involve monetary adjustment. Requests for billing status and copies of billings are examples of administrative adjustment requests.

ADMINISTRATIVE COSTS. General overhead expenses and other costs in operating the DoD or GSA logistics systems that are incident to the issue, sale, or transfer of materiel and are not included in the price of the materiel or as an accessorial cost.

ADVANCE PAYMENT. Amounts paid for materiel in advance of performance or delivery of the materiel. Amounts paid for other purposes in advance of the time the amounts are earned by the payee.

BILL. A statement of the amounts owed for the transfer or sale of materiel and for the performance of services incident to the transfer.

BILLED OFFICE. Any office designated to receive a bill.

BILLING ERROR. An error in a bill, at the bill or detail billing record level, which has one or more of the following characteristics:

1. duplicates a previous bill or detail billing record,
2. contains an error in amount,
3. assigns the wrong billed office; that is, designates the billed office in a manner which violates the requirements of MILSBILLS,
4. was not billed under the proper method (noninterfund versus interfund), or
5. should not have been billed; for example, was nonreimbursable, the requisition was cancelled, or accessorial charge was inappropriate.

BILLING OFFICE. An office which prepares bills for materiel and services which are subject to the requirements of MILSBILLS.

CENTRAL ACCOUNTS OFFICE. A central accounts office is an office which has been authorized by the Army, Navy, Air Force, or the GSA to report interfund and other disbursement data to the Department of the Treasury. Normally, these are the offices given the operational responsibility for implementing the Service or Agency level interfund procedures. These offices are USAFAC; NAFC; AFAFC; and GSA regional offices located in Fort Worth, TX; New York, NY; Kansas City, MO; Washington, DC; and San Francisco, CA.

CONSTRUCTIVE DELIVERY. The delivery of materiel to a commercial carrier, freight forwarder, United States or international post office, or customer at point of production, storage, or test. Delivery is evidenced by completed copies of shipping documents, MILSTRIP materiel shipment status or shipping documents, or a list of deliveries in a post office.

CONUS. The conterminous United States is comprised of the 48 contiguous states and the District of Columbia.

DETAIL BILLING RECORD. The lowest level of detail in a bill. At this level of the bill, billings for materiel are identified by the document number. When more than one shipment is involved, the partial shipment, identified by a document number suffix, is the lowest level of detail.

DEFENSE LOGISTICS STANDARD SYSTEM. A DoD standard system authorized by DoD Directive 4000.25. The systems are:

DAAS[1]	Defense Automatic Addressing System
DoD LOGDESMAP	DoD Logistics Data Element Standardization and Management Program
DoDAAD	DoD Activity Address Directory
DoDFMSCG	DoD Foreign Military Sales Customer Guide
ILCS[1]	International Logistics Communications System
MAPAD	Military Assistance Program Address Directory
MILSBILLS	Military Standard Billing System
MILSCAP	Military Standard Contract Administration Procedures
MILSPETS	Military Standard Petroleum System
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
RODS	Report of Discrepancy System

DISCREPANCY REPORT. A discrepancy report is any of the reports prescribed in DoD or joint Service or Agency publications for

[1]Administered by the DLA; others administered by the DLSSO.

reporting item, transportation, or quality deficiencies. Examples of these reports are: SF 361, Transportation Discrepancy Report; SF 364, Report of Discrepancy; SF 368, Product Quality Deficiency Report (Cat. II).

DoD COMPONENT. Office of the Secretary of Defense, the Military Departments[2], the Organization of the Joints Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies.

DROP FROM INVENTORY. Reduction of the quantitative inventory balance.

DUPLICATE BILL. An exact duplicate of a previous bill or a bill supported entirely by duplicate billing records.

DUPLICATE DETAIL BILLING RECORD. A second or subsequent detail billing record for a single shipment.

FOREIGN MILITARY SALES. That portion of the United States security assistance authorized by the Arms Export Control Act, as amended. Within defense logistics standard systems, FMS is identified by the MILSTRIP document number: 1st position (Service/Agency code) of B, D, K, P, or T and a 6th position (FMS and Grant-Aid Type of Assistance code) of 3,4,5,6,7,8,U,V, or Z.

INTERFUND BILL. A bill processed under the interfund billing system. These bills are not only "bills" but notices to the billed office that its funds have been disbursed and the bill "paid."

INTERFUND BILLING SYSTEM. Is an automated billing and fund transfer system. Under this system, a billing office forwards an automated billing (up to 494 detail billing records and a summary billing record which summarizes the details and provides the necessary fund transfer information) to a billed office. During the same month, the billing office advises its central accounts office of the interfund transfers (self-reimbursements) it has made. The central accounts office reports these transactions to the U.S. Treasury and to the central accounts office of the office whose funds have been disbursed. The billed office's central accounts office maintains a suspense file to ensure that the charge is cleared. The billed office, through processes unique to each Military Department, clears interfund disbursements by either accepting the charge (the funds disbursed may be corrected at the time of acceptance) or taking action to have the billing office reverse the transfer.

NONINTERFUND BILL. A bill which requires the billed office to pay by check or otherwise take actions to reimburse the billing office. Examples of these bills are those which are prepared on an SF 1080, Voucher For Transfers Between Appropriations And/Or Funds, or, by GSA, on GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits.

2For purposes of MILSBILLS, the US Coast Guard is not a DoD Component.

NONTRACEABLE SHIPMENT. A shipment by a mode or method wherein an audit trail between the various shipping elements and the consignee is not available or signed delivery receipts are not required from the consignee. Normally, shipments under mode/method codes G, H, and 6 are considered nontraceable. Exceptions to the nontraceability of these three modes include registered mail, certified return receipt, etc. Accordingly, the shipping transportation office normally must make the nontraceability determination.

OTHER DoD COMPONENT. A DoD Component identified by a DoDAAC beginning with a Service/Agency code of "H." Examples include DMA, DNA, and NSA.

PACKING, HANDLING, AND CRATING COSTS. Costs incurred for labor, materiel, or services in preparing materiel for shipment from or between storage and distribution points.

PORT LOADING AND UNLOADING COSTS. Costs incurred for labor, materiel, or services for loading, unloading, and handling at the ports of embarkation and debarkation.

POSITIONING COSTS. Costs incurred in pre-positioning items in the supply distribution system of a Military Department at locations outside the United States in anticipation of support to other authorized customers.

PREMIUM TRANSPORTATION. Transportation by other than conventional rail, motor, or water freight, or parcel post service (e.g., commercial air service, exclusive use of the vehicle).

PROGRESS PAYMENT. Amounts paid for goods or services, not yet delivered, to finance that portion on which performance has been completed.

REQUISITION. A customer order for materiel at the national stock number or equivalent level.

SUMMARY BILLING RECORD. A record, used in the interfund billing system, which summarizes the values of detail billing records and provides other information needed to support transfers of funds between appropriations.

TRANSPORTATION COSTS. Costs paid to common carriers or DoD activities to move materiel.

VALIDATED DISCREPANCY REPORT. A discrepancy report in which the authorized processing point has both accepted for processing and confirmed or has reasonable reason to believe the discrepancy has occurred. For adjustment purposes, a ROD for nonreceipt is considered validated when the nontraceability of the shipment is determined by the shipping office.

(6) Develop and submit to the MILSBILLS Administrator a single, coordinated DoD Component position on all system revision proposals within the time limit specified by the MILSBILLS Administrator.

(7) Participate in system surveillance, through onsite visitations in coordination with the MILSBILLS Administrator.

b. Implement approved systems and revisions thereto and provide the MILSBILLS Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within 15 working days after the end of a designated semiannual cycle and shall begin with the first cycle following publication of the approved system change.

c. Accomplish internal training to ensure timely and effective implementation and continued operation of MILSBILLS. In addition, furnish copies of initial training instructions concerning MILSBILLS to the MILSBILLS Administrator.

d. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

e. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the MILSBILLS Administrator.

f. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by the DLSS.

g. Provide the DLA with an open rider requisition using SF 1, Printing and Binding Requisition, and bulk distribution lists to cover all printed changes to this manual and its supplement (DoD 4000.25-7-S1 (reference (b)). The SF 1 will be sent to:

HQ, Defense Logistics Agency
Attention: DLA-XPD
Cameron Station
Alexandria, Virginia 22304-6100

h. Ensure that operating activities that support a MILSBILLS function comply with this manual and its supplement (reference (b)).

i. Furnish to the MILSBILLS Administrator copies of supplemental and internal procedures, and changes thereto, related to the operation of MILSBILLS.

j. Report to the MILSBILLS Administrator problems, violations, and deviations that arise during system operations.

F. FOCAL POINT COMMITTEE

1. Organization and Management. The MILSBILLS Focal Point Committee shall:

a. Consist of representatives from the DoD Components and other participating organizations for the MILSBILLS.

b. Be chaired by the MILSBILLS Administrator.

c. Meet at least quarterly. Minutes of these meetings shall be distributed by the MILSBILLS Administrator within 30 days.

2. Functions. The MILSBILLS committee shall participate in the development, implementation, and maintenance of the MILSBILLS.

3. Focal Point. The following have been designated as the office of primary responsibility or focal point for MILSBILLS matters within the following organizations:

Organization	Focal Points
Air Force	AFAFC/XSMM Denver, CO 80279-5000 (AV 926-4781)
Army	Director, Finance and Accounting Asst. Secretary of the Army (FM) ATTN: SAFM-FAP-A Indianapolis, IN 46249-1026 (AV 699-3035)
Coast Guard	Commandant U.S. Coast Guard ATTN: G-FAD-1 Washington, DC 20593-0001 (FTS 755-7667)
Defense Automatic Addressing System Office	Defense Automatic Addressing System Office ATTN: DAAS-VL Gentile Air Force Station Dayton, OH 45444-5320
Defense Logistics Agency	Comptroller Defense Logistics Agency ATTN: DLA-CFS Cameron Station Alexandria, VA 22304-6100 (AV 284-6224)

Organization	Focal Point
Defense Security Assistance Agency	Comptroller Defense Security Assistance Agency ATTN: COMPT-FMD Washington, DC 20330-2800 (AV 227-2293)
General Services Administration and Non-Defense Agencies	Deputy Comptroller for Finance General Services Administration ATTN: BCTN Washington, DC 20405-0001 (FTS 566-0620)
Marine Corps	Commandant of the Marine Corps ATTN: FDF-21 Washington, DC 20380-0001 (AV 224-1954)
National Security Agency	Comptroller National Security Agency ATTN: N44 Ft. Meade, MD 20755-6000 (AV 235-0111, ext. 6260)
Navy	Commander Navy Accounting and Finance Center ATTN: NAFC-521 Washington, DC 20376-5001
DoD Components other than those shown above contact the DoD MILSBILLS Administrator	Chief, Defense Logistics Standard Systems Office ATTN: DLSSO-CB Cameron Station Alexandria, VA 22304-6100 (AV 284-7956)

G. PUBLICATION OF THE MANUAL

1. Organization and Numbering

a. In addition to the front matter (Foreword, Table of Contents, Acronyms, and Abbreviations, etc.), the manual is organized into chapters and appendices.

b. Each chapter is divided into sections and, where necessary, into paragraphs and subparagraphs. Sections are indicated by capital letters, paragraphs by numbers. Subdivisions of paragraphs

are indicated by lower case letters, by numbers in parentheses, by lower case letters in parentheses, by underscored numbers, and by underscored lower case letters, in that order; for example:

Chapter 1

A. Section

3. Paragraph

a. Subparagraph

(1) Subparagraph

(a) Subparagraph

1 Subparagraph

a Subparagraph

c. Appendices are identified by alphabetics and numerics to indicate an alphabetic group, e.g., A1, A2, B1, B2.

d. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with arabic numerals beginning with 1. Each page number of a chapter is preceded by the number of the chapter. The page numbering system of the appendices indicates the number of the appendix, i.e., B1-, B2-, etc., followed by the page number of the appendix.

2. Distribution of the Manual. The Defense Logistics Agency will distribute this manual and formal changes to those designated points within each DoD Component and participating organization as requested by the organization or Component in their open rider requisition. Further distribution is accomplished within each organization based upon approved distribution data generated through their internal publication channels.

3. Formal and Interim Changes

a. Formal changes to this manual will be published as needed. Formal changes will be numbered consecutively and issued as page replacements. The change number will be indicated on each page and new or revised wording will be indicated by marginal lines.

b. The DAASO will furnish the DoD MILSBILLS Administrator, upon request, with an Electronic Composing System (ECS) negative for publication of a formal change to appendix D of this manual. The DoD MILSBILLS Administrator will request the negative at least 30 days in advance of the date desired and will provide the appropriate change number.

c. Interim changes will be issued to publish emergency or other changes when there is insufficient time to publish a formal change. All interim changes will be incorporated in a formal change without undue delay. Interim changes will be numbered consecutively and will indicate the formal change in which it will be incorporated. For example, the second interim change to be incorporated in change 3 will be numbered "IC 3-2." The MILSBILLS Administrator will distribute copies of interim changes as indicated in lists provided by the MILSBILLS Focal Points.

H. PROPOSED CHANGES

1. Activities proposing revisions to this manual or its supplement (reference (b)) will forward the proposal to their focal point.

2. If concurred with, the focal point will forward the proposed change to the MILSBILLS Administrator:

Chief, Defense Logistics Standard Systems Office
ATTN: DLSSO-CB
Cameron Station
Alexandria, VA 22304-6100

3. The following information must accompany proposed changes to this manual when they are forwarded to the MILSBILLS Administrator:

a. Concept. A narrative description of the idea underlying the proposed change. What is the basic idea or problem?

b. Rationale. An explanation of the need for the change. Why is it a problem?

c. Interface. Known or potential impact on other DLSS or non-DLSS DoD logistics or financial system(s). Who should be involved with or know of this proposal?

d. Expected Benefits. Operational statement identifying known or potential advantages resulting from the proposed revision. Disadvantages, when known, should also be addressed.

e. Proposed Change. Proposed wording changes for this manual and other DoD publications upon which this change is contingent or are affected by the change.

4. The MILSBILLS Administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with the MILSBILLS Focal Points. A consecutively numbered proposed MILSBILLS change letter (PMCL) will be prepared to staff proposals. A minimum of 60 days will be allowed for staffing.

5. Prior to submitting proposed changes to the supplement (reference (b)), focal points will ensure that:

a. Treasury account symbols are valid or provide conversion instructions for reporting on the Statement of Interfund Transactions.

b. Suffix/limit codes cited on department "97" appropriations are valid as determined by OSD (reference (d)).

c. DODAACs cited are listed in the DODAAD (reference (e)).

6. Changes to the supplement (reference (b)) will normally be approved and published without coordination. When a standard procedure or policy is involved, a proposed change to the appropriate provisions of this manual must accompany the change to the supplement. Changes to fund codes which denote billing under noninterfund procedures must be staffed.

I. APPROVED CHANGES

1. Coordination. After a proposed change to this manual is approved, the MILSBILLS Administrator will, in coordination with the MILSBILLS Focal Points, establish an effective date for the change. Coordination will be effected through agreements reached during DoD MILSBILLS Focal Point committee deliberations or, in most cases, through letters to the MILSBILLS Focal Points.

2. Preferred Implementation Date. Request for implementation date (RFID) letters will allow the MILSBILLS Focal Points a minimum of 60 days for staffing. Changes will normally be effective on April 1 or October 1. Preferred dates more than one year in the future will also indicate whether or not any portion of the approved change can be implemented with one year's notice.

3. Effective Date

a. Following receipt and evaluation of DoD Component and participating Agencies preferred implementation dates, the MILSBILLS Administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced by the MILSBILLS Administrator through release of an AMCL.

b. Except for fund codes denoting billing under noninterfund procedures, changes to the supplement (reference (b)) will be effective as of the date (first of a month) indicated by the focal point. However, when the change is received by the MILSBILLS Administrator less than 60 calendar days before the desired effective date, the change will be published effective the next scheduled period or as soon as possible.

4. Approved MILSBILLS Change Letters (AMCLs). AMCLs will be consecutively numbered and are provided to formally notify system, participants of approved changes. AMCLs may also be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The MILSBILLS Administrator will distribute copies of AMCLs as required by lists provided by MILSBILLS Focal Points.

5. Implementation. DoD policy (see section D) requires full implementation of MILSBILLS. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the ASD(C) for decision.

J. SUPPLEMENTAL PROCEDURES

Supplemental procedures issued by DoD Components and participating Agencies are authorized when additional detail instructions are required. The following publications supplement the provisions of this manual within the DoD Components and participating Agencies:

1. Army: AR 37-12, Interfund Billing, Collection and Reporting Procedures;

2. Navy and Marine Corps: Navy Comptroller Manual; Volume 8, Chapter 6, Part B;

3. Air Force: AFR 177-101, Part Four, Chapter 27, Section K;

4. DLA: DLAM 7000.1, Accounting and Finance Manual, Chapter 11;

5. GSA: (a) FPMR-101.26-8, Discrepancies or Deficiencies in GSA or DoD Shipments, Material or Billings and

(b) FPMR 101-2.1 - Billings, Payments and Adjustments.

K. QUARTERLY STATUS REVIEW

The MILSBILLS Administrator will disseminate the quarterly status review required (section E) by DoD Directive 4000.25 (reference (a)) within 2 weeks of the close of the quarter. The report will be in two parts, one for open proposals in process and another for approved changes which are effective during the reporting or a future period.

L. SEMIANNUAL IMPLEMENTATION STATUS REPORT (RCS:DD-P&L(Q&SA)1419)

1. Purpose and Report Control Symbol. DoD Directive 4000.25 requires the DoD MILSBILLS Administrator to ensure uniform implementation of the Directive by securing from DoD Components and participating Agencies, on a semiannual basis, status information concerning implementation of approved MILSBILLS revisions. The reporting requirement ends after a status of "fully implemented throughout the Component or Agency" is provided. The purpose is to identify and resolve problems prior to the effective date. The Directive assigned RCS:DD-A&L(Q&SA)1419 as the report control symbol.

2. Report Form. The report must provide, at a minimum, the following information:

a. Title. Semiannual Implementation Status Report.

b. Report Control Symbol. RCS: DD-P&L(Q&SA)1419

c. As of Date. 1 May and 1 November

d. Approved MILSBILLS Change Number.

e. Effective Date. As indicated on the AMCL.

3. Due Date. The report must be forwarded to the Chief, Defense Logistics Standard Systems Office, ATTN: DLSSO-CB, to arrive within 15 working days of the "as of" date of the report.

M. NONCOMPLIANCE WITH PRESCRIBED MILSBILLS PROCEDURES AND OTHER UNRESOLVED PROBLEMS

If reasonable attempts to obtain compliance with prescribed procedures or resolution of MILSBILLS related problems are unsatisfactory, the activity having the problem will request assistance from their MILSBILLS Focal Point. The request will include copies of all correspondence pertinent to the problem; such as, the requisition number, number and date of bill, billing office, and the shipping office. The focal points involved will take the necessary actions to resolve the issue or problem. Necessary actions may include requesting assistance from the MILSBILLS Administrator. The MILSBILLS Administrator will follow the procedures described in section E.

N. MINIMIZE CONDITIONS

When a minimize condition is imposed at a location, MILSBILLS documents and reports which are normally forwarded to that location via AUTODIN will be forwarded, instead, by regular mail for CONUS

addressees and airmail for overseas addressees. If neither the originating office nor DAASO is under minimize, MILSBILLS documents and reports may continue to be forwarded to DAASO via AUTODIN for further routing to the end destination.

O. SIMULATED MOBILIZATION EXERCISE

DI Code H series transactions have been reserved for use during simulated mobilization exercises in lieu of the normal "F" series DI codes. Although use of the "H" series DI codes is not mandatory, when exercises call for generating records prescribed by MILSBILLS, use of the "H" series DI codes is recommended.

CHAPTER 2

BILLING PROCEDURES

A. BILLING POLICIES

DoD 7420.13-R (reference (f)), DoD Directive 7220.9 (reference (g)), and DoD Instruction 7420.12 (reference (h)) provide the DoD policies governing procedures in this chapter.

B. CRITERIA FOR BILLING

1. Shipments from Stock. Billings will be effected on the basis of drop from inventory, provided that notification of warehouse refusal or other advice of nonavailability has not been received by the inventory control point within seven calendar days of drop from inventory. Exceptions are as follows:

a. Billings for foreign military sales and military assistance program shipments will be effected upon constructive delivery.

b. Billings for bulk POL shipments under mode/method codes 2, 8, W, and Z will be effected upon receipt notification provided that such notification has been received by the billing office within 15 days of the date of delivery; otherwise, billing will be effected upon notice of shipment or issue.

c. Billings for perishable subsistence chill and freeze items will be effected upon drop from inventory. Billings for fresh fruits and vegetables will be effected upon receipt of an issue transaction from a Defense Subsistence Office.

d. MAP sales requisitioned under authority of Section 506 of the Foreign Assistance Act (FMS/MAP requisition record position 35, FMS/MAP Type of Assistance Code, is "C") may not be billed until funds are appropriated. The determination to use Section 506 does not provide obligation or disbursing authority. Section 506 permits the drawdown of existing DoD stocks subject to an appropriation to be made at a later date to effect reimbursement to the Defense accounts. Should Congress fail to appropriate funds for this purpose, the Defense account must absorb these costs. Section 506 drawdowns of GSA or other non-DoD stocks are not authorized.

2. Direct Deliveries of Materiel from Contractors. When an inventory manager is out of stock, does not carry an item, or otherwise requests direct delivery of materiel from a vendor, the billing will be effected upon notification of receipt of materiel by the customer or notification of shipment by the vendor. However, issues by mode/method codes 2, 8, W, and Z will be billed based upon the issue transaction if the notification is not received by the inventory manager within 15 days of the date of issue.

C. PREPARATION OF BILLS

1. General. Bills will be prepared within 30 days of the criteria provided in section B and will identify each shipment or delivery.

2. Method of Billing

a. Billings to DoD offices will be under interfund procedures except as provided below.

b. Billing will be under noninterfund procedures when:

(1) the bill-to office is non-DoD (bill-to service code is numeric, G, or Z),

(2) the bill-to office is a DoD contractor (bill-to service code is C, E, L, Q, or U),

(3) the bill-to office is DoD (bill-to service code is alpha other than C, E, G, L, Q, U, or Z) and the fund code requires noninterfund billing, and

(4) the bill-to office is an other DoD Component (bill-to service code is H) and the fund code is not listed in the other Defense Agencies ("A") appendix of the supplement.

3. Determining Billed Offices

a. Billed offices will be assigned in accordance with the signal code cited on the requisition, report of excess, etc. When the signal code is C or L, the billed office is assigned by converting both positions[1] of the fund code to a billed DODAAC. The B series appendices of the supplement (reference (b)) provide appendices to be used, in conjunction with the Service or Agency code of the requisitioning DODAAC, to convert fund codes to billed DODAACs.

b. Whenever the coding or other information provided on a requisition, report of excess, or similar document does not designate a billed office DoDAAC or designates a DODAAC not currently published in the DODAAD (reference (e)), the requisitioning, excess reporting, or activity submitting the document will be designated[2] as the billed office. For IL requisitions, the requisitioning control office (Army/W25P00, Navy/N65916, and Air Force/FA2300) will be assigned as the billed office.

[1]Billing offices for DLA and GSA have until 1 Nov 89 to implement this provision. If billed DoDAACs are assigned based on only the first position, billed offices must follow Billing Advice Code 13 procedures if an incorrect billed DoDAAC is assigned.

[2]Billing offices have until 1 Nov 89 to implement this provision.

c. The mailing address for noninterfund bills will be the clear text address prescribed for billing (TAC 3, if assigned; otherwise, TAC 1) in the DoDAAD and the routing for interfund bills will be based on the same criterion.

4. Nonreimbursable Bills

a. Except for the provisions of subparagraph c. below, materiel issued under nonreimbursable procedures will be reported to the billed office using the DI Code FE_ series format.

b. DoD 7220.9-M (reference (i)) provides that if the amount of billings for any one customer is less than $100 at the end of a fiscal year quarter the billing may be waived. Working capital funds and the Corps of Engineers civil works funds must not waive reimbursement of any amount.

c. GSA sometimes, at its discretion, processes requisitions of $1 or less without billing. Therefore, any DoD Component having such items unbilled 60 days after receipt of materiel may assume that they will not be billed and cancel the obligation accordingly.

5. Interfund Bills

a. All interfund bills will be forwarded, via AUTODIN, to DAASO for editing and routing to the offices billed. Bills will be transmitted to DAASO (route-to COMM RI of "RUEOZZA" and content indicator code of "IFBB") no later than the fifth working day of the month following the month in which the related interfund report is forwarded to the finance center.

b. Separate detail billing records, selected from the "B" series appendices, will be prepared for each shipment or delivery supporting the summary billing record.

c. With the exception of FMS[3] requisitions, the A series appendices of the supplement (reference (b)) provides appendices to be used, in conjunction with the Service/Agency code of the billed DoDAAC, to convert fund codes to appropriations. When a requisition cites an invalid fund code but is identified as FMS-funded, the FMS trust account will be charged. In addition, the FMS country code will be entered in the summary billing record of all FMS bills.

d. A separate interfund bill will be prepared for billings applicable to a given billed office for each appropriation and fund code within appropriation or when the sum of the detail billing records equals or exceeds 10 million dollars. A summary billing record may not summarize more than 494 detail billing records.

[3]See definitions and terms.

6. Noninterfund Bills

a. SF 1080, Voucher for Transfers between Appropriations and/or Funds, (figure 2-1) or other form approved by Treasury, such as GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits (figure 2-3), will be used as the billing document for non-interfund bills. A computerized version (figure 2-2) of the SF 1080-EDP, is also available.

b. An original and two copies of the noninterfund billing will be provided to the office billed. If an identification or bill number is used, only an original and one copy will be sent.

c. Noninterfund billings will be supported by the following minimum information: document order number, article or services, delivery date, quantity, and price. The first two items of information will usually be satisfied by the requisition document number and national stock number. The delivery date is the same as the day of year prescribed for the detail billing record appropriate for the issue. Billing offices need not provide EAM cards in the format prescribed in the B series appendices.

d. The procedures described in this section are based upon procedures prescribed by the Department of Treasury in chapter 2500 of the Treasury Financial Manual (reference (j)).

D. RETAIL LOSS ALLOWANCE

DoD 7420.13-R (reference (f)) requires the DLA Defense Stock Fund and other wholesale stock funds to grant a discount for retail losses to retail stock funds based upon net issues after authorized credits or offsets have been applied. These discounts are to provide funds for losses experienced at the retail stock fund level. Retail loss discounts shall not be granted for sales to commissaries and customers of retail or installation level stock fund activities. The discount will be included in standard prices as an additional surcharge element. The discount or allowance will be supported by a billing record in the DI Code FL_ series format.

E. INTO-PLANE FUEL SALES

1. These procedures apply to DoD into-plane issues (sales) of fuels to DoD aircraft except when other billing procedures are specified by the terms of an inter-Service support agreement.

2. Reimbursable issues (sales) of fuel into DoD planes by DoD activities will be billed at the standard price in effect at the time of issue.

3. Contractor into-plane fuel issue will be billed at the standard price applicable to each such issue.

Standard Form 1080
Revised April 1982
Department of the Treasury
I TFRM 2—2600
1080—103—00

VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS

VOUCHER NO

SCHEDULE NO

BILL NO
12345

PAID BY

Department, establishment, bureau, or office receiving funds
DoD Component X

Department, establishment, bureau, or office charged
• DoD Component Y (H12345) •
899 S. Mason
Alexandria, Va 22334

ORDER NO.	DATE OF DELIVERY	ARTICLE OR SERVICES	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT DOLLARS AND CENTS
		(See attached schedule)				
					TOTAL	$ 768.75

SAMPLE

Remittance in payment hereof should be sent to—
DoD Component X
Attn: Central Cashier
123 4th St SW
Washington, DC 20506

ACCOUNTING CLASSIFICATION—*Office Receiving Funds*

9750100.4321

CERTIFICATE OF OFFICE CHARGED

I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated

(Authorized administrative or certifying officer)

(Date)

(Title)

ACCOUNTING CLASSIFICATION—*Office Charged*

Paid by Check No

NSN 7540-00-634-4230

Previous Editions Are Usable

Figure 2-1. Sample SF 1080

SF 1080-EDP | VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS | VOUCHER NO.

DEPT., ESTABLISHMENT, BUREAU, OR OFFICE RECEIVING FUNDS

DEFENSE INDUSTRIAL SUPPLY CENTER
700 ROBBINS AVENUE
PHILADELPHIA, PA. 19111-5096

BILL NO.
8J154

DEPT., ESTABLISHMENT, BUREAU, OR OFFICE CHARGED

PAID BY

363203 30

VETERANS ADMIN 512
GOVERNMENT ACCOUNTS SECTION
PO BOX 2976
AUSTIN TX 78769

BILL DATE
24 AUG 87

ORDER NO.	DATE OF DELIVERY	ARTICLES OR SERVICES	QUAN-TITY	UNIT PRICE COST PER	AMOUNT DOLLARS/CENTS
		(SEE ATTACHED LISTING)		GROSS MATERIAL AMOUNT	1,038.52
				ACCESSORIAL COSTS	36.35
				TOTAL	1,074.87

REMITTANCE IN PAYMENT HEREOF SHOULD BE SENT TO-

DEFENSE INDUSTRIAL SUPPLY CENTER
700 ROBBINS AVENUE
PHILADELPHIA, PA. 19111-5096

(MAKE CHECKS PAYABLE TO ACCOUNTING AND FINANCE OFFICER)

ACCOUNTING CLASSIFICATION - OFFICE RECEIVING FUNDS

97X4961.5105 01	C815		S36054		1,038.52
9770100.5105 99	C815	P330	S36054	FDP	36.35

CERTIFICATE OF OFFICE CHARGED

I CERTIFY THAT THE ABOVE ARTICLES WERE RECEIVED AND ACCEPTED OR THE SERVICE PERFORMED AS STATED AND SHOULD BE CHARGED TO THE APPROPRIATION(S) AND/OR FUND(S) AS INDICATED BELOW; OR THAT THE ADVANCE PAYMENT REQUESTED IS APPROVED AND SHOULD BE PAID AS INDICATED.

(AUTHORIZED ADMINISTRATIVE OR CERTIFYING OFFICER)

(DATE)

(TITLE)

ACCOUNTING CLASSIFICATION - OFFICE CHARGED

PAID BY CHECK NO.

Figure 2-2. Sample SF 1080-EDP

GSA FORM 789

GENERAL SERVICES ADMINISTRATION
STATEMENT, VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS

CHARGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY STATEMENT OF TRANSACTIONS FOR ACCOUNTING PERIOD ENDING#

BILLING DATE
08/31/86

CUSTOMER AGENCY	BILLING AGENCY
CUSTOMER AGENCY VOUCHER NO.	BILLING AGENCY VOUCHER NO. E0615924
AGENCY LOCATION CODE (ALC)	AGENCY LOCATION CODE 47-00-0016
BILLED OFFICE CODE H26JIR AGENCY BUREAU 2100	
DEPARTMENT# USAQTEA ADDRESS # ROOM 408 5600 COLUMBIA PIKE FALLS CHURCH VA 22041	DEPARTMENT# GENERAL SERVICES ADMINISTRATION ADDRESS # REGION 6 RECEIVABLE P.O. BOX 73221 CHICAGO, IL. 60673

CUSTOMER AGENCY SUMMARY APPROPRIATION OR FUND	AMOUNT	BILLING AGENCY SUMMARY APPROPRIATION OR FUND		AMOUNT
		47F3875.6	255X	$2.00
TOTAL		TOTAL		$2.00

DETAILS OF CHARGES OR REFERENCE TO ATTACHED SUPPORTING DOCUMENTS#

SEE ATTACHED GSA FORM
SINGLE LINE ITEM BILLING REGISTER, FL SUPPLIES PURCHASES

PAYING OFFICE CONTACT# PROCESSED BY	TELEPHONE NO.	BILLING AGENCY CONTACT# PREPARED BY ACCOUNTS RECEIVABLE BRANCH	TELEPHONE NO. 816-926-7037

CERTIFICATION OF CUSTOMER OFFICE

I CERTIFY THAT THE ITEMS LISTED HEREIN ARE CORRECT AND PROPER FOR PAYMENT FROM AND TO THE APPROPRIATION(S) DESIGNATED.

DATE	TELEPHONE NO.	AUTHORIZED ADMINISTRATIVE OR CERTIFYING OFFICER

END OF BILL NUMBER E0615924 DATED 08/31/86

Figure 2-3. Sample GSA Form 789

4. Billing offices for stock funds will grant credit for DoD aircraft defueling based on supply defueling slips at stock fund prices.

5. Credits will be given for contractor into-plane defueling of DoD aircraft based on a defueling slip at the standard price given for each defueling.

6. Into-plane fuel billings will be in the DI Code FP_ format.

7. Bills for into-plane issues of aviation gasoline, or for aircraft defuelings, which are not identifiable to a Service activity will be mailed, along with legible copies of the supporting DD Form 1898, AV Fuels Into-Plane Sales Slip, to the applicable control point identified below:

a. Army (all Army Service/Agency codes):

Commander
U.S. Army Finance and Accounting Center
ATTN: FINCO-C
Indianapolis, IN 46249-0001

b. Navy and Marine Corps

(1) For bill-to Service/Agency Code R:

Commanding Officer
Fleet Accounting and Disbursing Center
U.S. Pacific Fleet
937 North Harbor Drive
San Diego, CA 92101-5801

(2) For bill-to Service/Agency Code V:

Commanding Officer
Fleet Accounting and Disbursing Center,
U.S. Atlantic Fleet
Bldg. 132, Naval Station
Norfolk, VA 23593-5000

(3) For other Navy or Marine bill-to Service/Agency codes:

Commander
Navy Accounting and Finance Center
Code NAFC-521
Washington, DC 20376-5001

c. Air Force (all Air Force Service/Agency codes):

AFAFC/TCRC
Denver, CO 80279-5000

F. AUTOMOTIVE VEHICLES

GSA is authorized to use the interfund billing system to bill DoD activities for automotive vehicles purchased under a category one (reimbursable) MIPR. DoD activities submitting MIPRs must do so in accordance with paragraph 8.7008 of the DoD Supplement to the Federal Acquisition Regulation (reference (k)) which requires activities to provide MILSTRIP requisition data for each line item which is to be delivered to each ship-to address. For purposes of identifying and validating charges, GSA will support interfund billings for automotive vehicles with a GSA Format 952, Single Line Item Billing Register. The format (figure 2-4) will show, in addition to the information shown on the billing record, the last five digits of the MIPR number under the columns headed "DIST CD PROJ CD."

G. OPTIONAL BILLING PROCEDURE FOR FRESH FRUITS AND VEGETABLES

1. DoD Components and participating Agencies may elect to have DLA's Defense Personnel Support Center summarize billings for FF&V. The option is available on a DoD Component or Agency wide basis only. Currently, only the Air Force has elected this billing option.

2. Under the optional FF&V billing procedure, DLA will summarize onto a single billing line all FF&V issues to a Service or Agency. The billings will be summarized by requisition month and fiscal year. These summarized billings will be prepared in the DI Code FV1 or FV2 format and will be forwarded to a predesignated central office in that Service or Agency. DLA will provide microfiche copies of the supporting detail billing records when requested.

H. BILLING FOR ACCESSORIAL AND ADMINISTRATIVE COSTS

1. Method of Billing

a. Accessorial and administrative costs may be billed via interfund or noninterfund. However, to the extent practicable, billing will be accomplished in the same manner as the materiel.

b. When billed via interfund, accessorial and administrative costs billings will follow the procedures and formats prescribed for the charge.

2. DoD Shipments. DoD Instruction 7510.4, (reference (l)) provides the DoD policy for billing accessorial and administrative costs.

3. GSA Shipments. GSA will assess accessorial and administrative costs on shipments to DoD as indicated in this section.

GSA FUND 952

GENERAL SERVICES ADMINISTRATION
REGIONAL OFFICE OF ADMINISTRATION

BILLED OFFICE
ADDRESS CODE: HE1287
AGENCY/BUREAU: 9700

BILL NO. QY955
DATE 11/18/84
PAGE NO: 1

DODDS GERMANY SOC
ACCOUNTING AND FINANCE OFFICE
DEFENSE GENERAL SUPPLY CENTER
RICHMOND VA 23297

SINGLE LINE ITEM BILLING REGISTER

NEW YORK, N.Y.

DOC ID	RTG ID	C	STOCK OR PART NUMBER	UN ISS	QUANT	DOCUMENT NUMBER/SUF	SUPPL ADDR	SIG CD	FND CD	M S	ADJ ALL	BILL NO	DEL DTE	EXTENDED VAL	UNIT SELL PRICE	DIST CD	PRO CD	STR SCH	GSA DOC NUMBER
			DIRECT DELIVERY - AUTOMATED - NON-STORES																
FC1	GNO		7530-01-078-1945	BX	40	HE1287 4192 0002	HE2477	J	XP			QY955	208	184.40	4.61				EM26861N
FC1	GNO		7530-01-078-1945	BX	6	HE1287 4228 0001	HE4436	J	XP			QY955	241	27.66	4.61				EM81711N
FN1	GNO		EXP SURCHG 08% X		212.06	HE1287			XP			QY955		16.96					
FS1			TOTAL FUND CODE XP						XP			QY955		228.02		3 LINE ITEMS			

TOTAL BILLING 228.02 **

Figure 2-4. Sample GSA Format 952

a. Transportation

(1) Except as outlined in paragraph (2) below, GSA will pay transportation charges on stock items to:

(a) Consignees in the CONUS, and, where scheduled, surface commercial transportation services are available in Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island.

(b) A U.S. port of embarkation for overseas destinations not included in (1) above.

(2) GSA will not pay transportation charges for shipments of Special Order Program (nonstock) items. GSA will, however, prepay and bill the agency, as a separate item, for:

(a) Transportation charges to a CONUS destination or a U.S. Port of Embarkation on items purchased F.O.B. origin; and

(b) Transportation charges from a CONUS destination or a U.S. Port of Embarkation to consignees in Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the Southeast Peninsula of Alaska, Central Alaska (rail belt), and Kodiak Island.

b. Export Services

(1) A surcharge will be assessed at the rate of six percent of the value of the material ordered and shipped to customers overseas from GSA wholesale distribution centers and vendors.

(2) The export services performed on shipments for customers overseas may vary by customer location, commodity, mode of shipment, and other criteria and include: monitoring and expediting delivery to meet required delivery date; overpacking and documenting dangerous/hazardous shipments; challenging air eligible shipments; unitizing, consolidating, and palletizing cargo, arranging for seavans to source load cargo and document shipments for delivery to ports of embarkation; among others.

(3) Annually, GSA will review actual costs to perform export services and, as appropriate, propose changes in the above rate for use throughout each fiscal year. The ASD(C) will be advised sufficiently in advance for appropriate program and budget planning.

(4) The surcharge for export services will not always be assigned the same bill number as the related material.

c. Fund Code Charged. GSA billings for accessorial costs incurred for supply items requisitioned by DoD activities will reflect the following fund codes (t denotes the FY within decade of the billing date):

DoD Components	Assign Fund Code
Army	†1 when the fund code in the related materiel billing designates account 21X4991 or 97X8242 ; otherwise, perpetuate the fund code from the materiel billing.
Navy	"XT".
Others	cited on the requisition.

I. BILLING FOR PROGRESS AND ADVANCE PAYMENTS

1. Progress Billings

a. Progress payments may be billed via interfund whenever the order received from the customer specifies that progress billings via interfund are authorized. Interfund billings for progress payments will use DI Code FU1/2. Documentation of the agreement by the customer to allow progress billing via interfund may be used in lieu of a specific provision on each order.

b. Billings made for progress payments will be based upon documentary evidence of satisfactory performance and will not exceed the amount of the customer order.

c. The billing office will offset bills for deliveries against all outstanding progress billings related to those deliveries. Billing records will be reported for both the full value of the shipment (i.e., DI Code FA1) and the amount of the progress billing being liquidated. The billing method elected for the progress payment will also be the method used to bill for the delivery.

d. Although multiple progress bills may have been submitted against an order, a single recoupment billing record may be reported for the total amount of the progress billings.

2. Advance Billings

a. Advance billings may not be billed via interfund. When authorized, advance funding will be satisfied via noninterfund and by the use of appropriation level, rather than project or order level, advances.

b. Advances received must be returned or applied to accounts receivable before the end of the fiscal year.

J. CORRECTION OF ERRONEOUS BILLINGS

1. Billing Forwarded to Customer. When a billing office finds it has issued a bill containing one or more billing lines requiring correction in some way, it will reverse the erroneous charges or

credits - and only such charges or credits - irrespective of dollar amount and include corrected charges or credits in a subsequent bill. The corrections will be processed as soon as it is practical and will not await customer requests for adjustments.

2. Billing Not Forwarded to Customer. When a billing office has determined, or has been informed, that an interfund bill was rejected by DAASO and not forwarded to the billed office under other distribution procedures, and the billing was reported to a particular Service or Agency Central Accounts Office (CAO) and charged to that Service's funds, the billing office will process a reversal of the erroneous billing transmitted to the CAO. The reversal billing Summary Billing Record (SBR) will reflect the exact same information as the original billing and will not include any additional charges or credits. In all cases, the third position of the reversal SBR will be a "2" if the original billing contained a "1", and vice versa. Further, an information indicator code of "R" will be inserted in record position 39 to indicate that this is a reversal. Corrections will be processed as soon as practical (i.e., next interfund report) and will not await customer requests for adjustments.

K. CANCELLATIONS

When an ICP determines that a requisition (and related shipments) has been cancelled, any billings which were generated for that requisition will be reversed in the first available billing cycle. When the cancellation involves diverting materiel back to stock, the billing will be reversed upon receipt of the materiel. Any charges related to the cancellation, such as contract termination costs, will be billed by noninterfund procedures.

L. RETENTION OF BILLING RECORDS

1. Records supporting MAP or FMS billings will be maintained for two years and others for one year after the billing month.

2. Adjustment processing activities will retain the necessary records for whatever time period required to enable them to process adjustments when the request or discrepancy report leading to the adjustment is received within allowable timeframes.

M. ROUTING AND RETENTION OF INTERFUND BILLS BY THE DAASO

1. All sellers must forward their interfund bills to DAASO for routing to the billed office.

2. Interfund billings to be routed by DAASO must be transmitted to DAASO with a Content Indicator Code of "IFBB." The DAASO "Route to" COMM RI code must be "RUEOZZA." Billing offices will not forward copies of bills to DAASO for routing if the office to receive the copy differs from the actual billed office.

3. An interfund bill message may consist of a summary billing record (DI Code FS_) and one or more detail billing records but shall not contain more than 495 records (DI Codes FS_, FL_, FA_, etc.) on the message. With the header and trailer records, messages will consist of no more than 497 records.

4. DAASO will edit each interfund bill to ensure that:

a. The record count shown in pos. 5-7 of the summary billing record equals the actual count of the supporting billing records.

b. The bill-to address shown in pos. 30-35 of the summary billing record is a valid DoDAAC.

c. The amount show in pos. 65-73 of the summary billing record equals the sum of the amounts shown in pos. 65-73 of the supporting billing records.

5. DAASO will reject interfund bills which fail any of the edits. Rejected interfund bills will be returned to the originating communications center with a narrative description indicating the reason for rejection. Billing offices must correct the rejected bills and resubmit them to DAASO. If the billing was included on the billing office's interfund report and the billing will not be forwarded to the billed office, the erroneous billing must be corrected (see section J).

6. Upon successful completion of the edits, DAASO will route interfund bills by an appropriate means (AUTODIN, mail, message, etc.) to the billed office. A narrative header record "For Accounting and Finance Officer" will be included with each interfund bill.

7. The DAASO will retain in their files, non-FMS interfund bills routed by them for one year and FMS interfund bills for two years. Chapter 4 prescribes procedures for obtaining copies from DAASO.

N. DAAS EDIT OF OTHER DoD COMPONENT FUND CODES

1. The DAAS will edit Service Code "H" requisitions from other DoD Components to ensure that interfund procedures are appropriate. Other DoD Component requisitions for which interfund billing is appropriate are those in which the requisitioning DoDAAC is listed in appendix D of the Fund Code Supplement (reference (b)). The DAASO will ensure, by changing if necessary, that the fund code cited on other DoD Components requisitions processed through the DAASO is "XP" when the requisitioning DoDAAC is not listed in the appendix.

2. Other DoD Components may add (allow for interfund billing when the fund code cited on the requisition is not "XP") or delete a listed DoDAAC (ensure noninterfund billing) by forwarding a letter or message to the DAASO (see chapter 1, section F for the address).

CHAPTER 4

ADJUSTMENT PROCEDURES

A. REQUESTING ADJUSTMENTS

1. Submission

a. All requests for adjustments will be forwarded to the billing office with the following exceptions:

(1) Requests for copies of interfund bills will be forwarded to the DAASO if the DAASO record retention period has not expired. See section G for additional information.

(2) Requests for adjustments of GSA billings, other than subparagraph (1) above, will be forwarded to the GSA central processing office (RI Code "GSA"). For adjustment purposes, this office is considered a "billing office". All requests for adjustments are to be forwarded via AUTODIN. Correspondence, if necessary, should be mailed to:

GSA Discrepancy Reports Center (6FRB)
1500 East Bannister Road
Kansas City, Missouri 64131-3087

b. All requests for adjustments, including those related to FMS and reported to ILCOs under FMS ROD procedures (references (n) and (o)) will be forwarded to the billing office in the format prescribed for the billing advice code appropriate to the request. The formats are prescribed in the C series appendices.

c. All requests for adjustments will be submitted within 30 calendar days of billing. Exceptions to this requirement, where appropriate, are noted in other sections of this chapter. Initial requests for adjustment received after the record retention period for billing records will be denied.

d. Where AUTODIN capability exists, all requests for adjustments will be forwarded to DAASO via AUTODIN for further routing to the billing office.

2. Minimum Value.

a. No request for adjustment will be submitted for non-FMS billing errors if the amount of the adjustment is:

(1) Less than $100 and the billing office is GSA.

(2) Less than $100 and the billing is for a subsistence item.

(3) Less than $250 and subparagraphs (1)-(2) do not apply.

b. There is no minimum value for:

(1) Requesting a corrected bill when the bill received is incomplete (BAC "19"),

(2) Requesting status of required billing (BAC "34"),

(3) Requesting a copy of a bill (BAC "41"),

(4) Requesting noninterfund billing when the billing cannot be processed under interfund procedures (BAC "51").

(5) Requesting adjustments of FMS billing errors. However, the ILCOs or others may not submit FMS adjustment requests when the request can be rejected per the general conditions of the DD Form 1513, U.S. Department of Defense Offer and Acceptance.

B. CANCELLING OR AMENDING REQUESTS FOR ADJUSTMENT

1. Submitting offices will cancel requests for adjustments whenever the request is invalid or inappropriate and the billing office has not responded to the request.

2. If the billing office has responded to an invalid or inappropriate request with a billing status code in the "A," "D," or "E" series no further action is required. Submitting offices will forward a cancellation request (DI Code FAC, FDC, or FJC) to the billing office if a billing office response ("C" series BSC), considering the advice code forwarded, indicates that an adjustment is in process.

3. Requests for adjustments may be amended by cancelling the original request and submitting a new request.

C. FOLLOWUP ON UNANSWERED REQUESTS FOR ADJUSTMENT OR MRP CREDIT

1. Additional followup to DAASO for copies of interfund bills, if needed, will be by letter, message, or telephone (AV 986-6395). Followup to DAASO may begin seven calendar days after the request is submitted.

2. Except for followups described in paragraph 1, offices submitting adjustment requests will follow up on requests for adjustments remaining unanswered for more than 45 calendar days after submission. The followup will be forwarded in the same manner as the initial request and in the DI Code FAF, FDF, or FJF format appropriate for the advice code. If the request for adjustment remains unanswered for more than 30 calendar days after followup,

submitting offices will forward a second and final followup by letter or message to the billing office. In addition to providing the billing office with the information required to process the request, the final followup will also identify the dates of initial and followup request.

3. Offices designated to receive MRP credit will follow up on the credit when the credit has not been received and more than 60 calendar days have elapsed since the materiel receipt status (DI Code FTZ), citing a credit status, is received. Followup (the initial request) will be in the DI Code FTP record format. A second DI Code FTP record will be submitted if a reply or credit is not received within 60 calendar days of the initial request.

4. Follow the procedures prescribed for noncompliance (see chapter 1) when:

a. Requests for adjustments or MRP credits remain unanswered for more than 30 calendar days after the second followup;

b. No interim response is received within 30 calendar days; and,

c. If an interim response was received, the date promised has passed.

D. PROCESSING ADJUSTMENTS AND REQUESTS FOR ADJUSTMENT OR MRP CREDIT

1. Adjustments, when warranted, will be at the price originally billed.

2. Billing offices will respond to all requests for adjustment within 30 calendar days of the date the request is submitted, via AUTODIN in the DI Code FAR, FDR, or FJR format.

3. Billing offices will respond to all first followup requests for adjustment within 21 calendar days of the date the request is submitted and respond, via AUTODIN, in the DI Code FAS, FDS, or FJS format.

4. Billing offices will respond to second followup requests for adjustments and MRP credit by letter or message within 14 calendar days of receipt. If the request cannot be answered within the 14 days, the billing office will send an interim response by letter or message. The interim response will indicate the date, not to exceed 30 calendar days, a response will be forwarded by letter or message.

5. All responses to adjustment requests will be forwarded to the office designated by the recipient of billing status code. Adjustments will be forwarded to the office originally billed.

6. Billing offices will respond to initial requests and first followup for MRP credit in the DI Code FTB format. Responses will be

forwarded, via AUTODIN, to the office designated by the materiel receipt status (DI Code FTZ).

E. INCOMPLETE BILL PROCEDURES

1. An incomplete bill is one in which the bill, either interfund (DI Code FS_ record) or noninterfund (SF 1080 or equivalent), is not fully supported by detail billing records or information, respectively.

2. Since the DAASO will not pass incomplete interfund bills to billed offices, a copy of the "incomplete" interfund bill will first be requested from the DAASO. If DAASO is unable to provide the copy, a request citing BAC "19" will be forwarded to the billing office.

3. In addition to responding to the request, whenever the bill referred to is on file, billing offices will always provide a fully supported copy or corrected bill to the billed office.

F. BILLING STATUS PROCEDURES

1. When requisitioned materiel is received, intended billed offices must seek the status of the billing by forwarding a request for adjustment citing billing advice code "34". This is consistent with the concepts underlying DoD accounting theory and practice as prescribed in chapter 11 of the DoD Accounting Manual (reference (i)). Except as provided in paragraph 2, if materiel was not requisitioned, or if requisitioned materiel was not received, discrepancy report procedures rather than MILSBILLS procedures apply. Contact the local supply or requisitioning office for appropriate procedures.

2. When shipment status is received for requisitioned materiel and the materiel can be billed only upon evidence of constructive delivery, intended billed offices should seek the status of the billing by forwarding a request for adjustment citing billing advice code "35." Billing offices will generate the appropriate billing when properly completed requests are received and billing is awaiting evidence of constructive delivery. Billing offices will also initiate appropriate actions with their supply office to identify and resolve problems associated with this condition.

3. At least 60 calendar days must have elapsed after receiving the materiel or, in the case of FMS shipments, shipment status before requesting the status of the bill. However, the status must be requested within a year of the date of shipment (two years for FMS shipments). Billing offices will deny requests for status which are not submitted within these timeframes.

4. When the request for billing status involves fuels and is forwarded to the DFSC (RI Code S9F), the request will be mailed and will identify the supply source. If the supply source is a DFSP, provide the DoDAAC of the DFSP. If the supply source is a contractor, including contractor into-plane, provide the contract number.

5. Except for billings awaiting evidence of shipment or receipt, billing offices will not generate bills based solely upon a request for billing status.

6. DoD policy (chapter 41 of reference (i)) has allowances for writing off unbilled liabilities and deobligating the related obligation when an invoice has not been received within 180 days from the date of acceptable final performance and there is documentation on file that at least two written requests for an invoice have been made. Refer to the reference for other conditions which must be met, such as establishing a reserve for late bills.

G. BILL COPY PROCEDURES

1. Requests for copies of interfund bills will be forwarded to the DAASO if the DAASO record retention period has not expired. The request will be forwarded, via AUTODIN, in the DI Code QB1 format, by mail or message using CIC "IFBB." When forwarded via AUTODIN, the record will be sent to COMM RI "RUEOZZA"; when mailed, it will be addressed to:

Defense Automatic Addressing System Office
ATTN: DAAS-VL
Gentile Air Force Station
Dayton, OH 45444-5320

The DAASO will accept telephone requests (Autovon 986-6395) for copies. Telephone requests will be limited to no more than five bills.

2. DAASO will retransmit a copy of all interfund bills wherein the billing office DoDAAC, bill number, and year within decade and month of credit match the same information on the request.

3. DAASO will send a service message to the originator when DAASO is unable to retransmit a requested bill.

4. If the DAASO responds that it has no record of the bill, the originator will review the request for correctness. If the request (DI Code QB1) is found to have been incorrect, the originator will forward a corrected request to the DAASO. Otherwise, the originator will forward a request, in the DI Code FAE or FJE format prescribed for BAC "41," to the billing office.

5. Requests for copies of noninterfund bills will always be forwarded to the billing office, via AUTODIN when available, in the DI Code FAE or FJE format prescribed for BAC "41."

6. Billing offices failing to respond to requests for copies of interfund bills, when such requests are received within the record retention period, will be directed by their Service or Agency headquarters to reverse the billing. Billed offices will absorb all charges, in the manner prescribed by their Service or Agency, when

the record retention period has elapsed and they have failed to obtain copies of bills.

7. Billing offices are not required to provide detail billing records using EAM cards to DoD Components in support of a noninterfund billing or in response to a request for a copy of an interfund bill.

H. REQUEST REBILLING UNDER NONINTERFUND PROCEDURES

1. When a billed office is unable to process a billing record under interfund procedures, the billed office may have the item or items billed under noninterfund procedures by forwarding a request for billing adjustment citing BAC "51."

2. Use of this billing advice code is an admission by the billed office that the requisition was incorrectly coded. Refer to the section on billing errors if the requisition was improperly billed under interfund procedures.

3. Requests citing BAC "51" may be submitted only when the funds involved may not be disbursed under interfund procedures. All such requests, submitted in accordance with procedures prescribed in this chapter, will be honored by the billing office.

I. ADJUSTMENTS FOR DISCREPANCY REPORTS

1. Discrepancy reports will be submitted, reviewed, processed, validated, and responded to in accordance with procedures prescribed for the discrepancy:

Transportation Discrepancies (reference (p))
Item and Packaging Discrepancies (reference (q))
Discrepancy Reports Against FMS Shipments (reference (o))
Quality Deficiencies Across Component Lines (reference (r))

2. Financial adjustments related to discrepancy reports will be processed in accordance with this manual.

3. Billing offices will process financial adjustments when the discrepancy report is validated and all of the following MILSBILLS or GSA criteria are met:

a. The discrepancy was not resolved otherwise; e.g., the vendor does not replace deficient materiel for a validated QDR.

b. The materiel was billed and paid previously.

c. The materiel is received by the depot in those cases where the discrepancy report reply requires the return.

d. The TDR exceeds $25 per line (DBR) or the ROD exceeds $50 per line (DBR) for discrepancies involving GSA shipments. There is

no minimum adjustment level on PQDRs. This policy applies only to GSA directed shipments. There are no dollar value limitations for discrepancies involving DoD shipments.

e. The discrepancy report for a GSA shipment is received by GSA, except when extenuating circumstances or high dollar value warrants special consideration, within the following timeframes:

(1) Within one year of the date of shipment for quality deficiencies (QDRs) except:

(a) For items under warranty which must be received within the time limits prescribed in the individual warranty.

(b) For shelf-life items which must be received prior to the expiration of the shelf-life period and within one year of the date of shipment.

(2) Within 180 calendar days of the date of shipment for other than quality deficiencies except for:

(a) Shipments to MAP consignees, which must be received within 18 months of the date of shipment; and

(b) Shipments to consignees located in the CONUS, Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island, which must be received within 120 days of the date of shipment.

4. When a reply to a discrepancy report improperly commits the billing office to providing an adjustment; e.g., shipment was never billed, the billing office will ask the replying office to correct the reply to the discrepancy report.

5. Requests for adjustments related to TDRs (BAC "21") will not be submitted unless the adjustment is not received and more than 60 calendar days have elapsed since the report was filed.

6. Requests related to PQDRs (BAC "24") and RODs (BAC "26") will not be submitted until a minimum of 60 calendar days have elapsed since receiving notification that the discrepancy is validated; that is, that an adjustment is approved. When the adjustment is contingent upon the return of materiel, the request will not be submitted until a minimum of 60 calendar days have elapsed since shipping the materiel.

J. ADJUSTMENTS FOR BILLING ERRORS

1. The following adjustments are considered billing errors and will not be accepted for processing if the minimum value criterion

for requesting adjustments is not met:

Duplicates
Wrong amount billed
Wrong office billed
Improper bill
Promised adjustment not received
Other problems

2. Duplicates

a. Duplicate detail billing record

(1) A second or subsequent detail billing record for a single shipment or adjustment. If the second or subsequent billing resulted from a second or subsequent shipment, MILSBILLS adjustment procedures do not apply. See instead discrepancy report procedures for duplicate shipments (references (o) and (q)).

(2) To obtain adjustment for duplicate detail billing records not previously adjusted by the billing office, submit a separate request (DI Code FAE or FJE) for each duplicated billing record in the format prescribed for BAC "11." Follow subparagraph b if all of the DBRs on the bill are duplicates of previous billings.

b. Duplicate bill

(1) A bill, either interfund or noninterfund (SF 1080 or equivalent), wherein the bill is supported entirely by duplicate detail billing records. In the case of interfund bills, the bill is also included on the billing office's interfund report.

(2) Adjustments for duplicate bills may be requested only upon confirmation that the bills (original and duplicate) were, in fact, reported to the buying service's CAO. To obtain an adjustment, submit a request (DI Code FDE) for each duplicated bill in the format prescribed for:

(a) BAC "42" when the bill is identical, including the bill number, to a previous bill.

(b) BAC "43" when, except for the bill number, the bill is identical to a previous bill.

(c) BAC "44" when all of the supporting detail billing records of one bill are included on another bill. The bill containing such DBRs, all of which are included on another bill, is considered the duplicate bill. The bill numbers may or may not be the same.

3. Wrong Amount Billed

a. A wrong amount billed refers to a detail billing record in which the unit price, quantity, or price extension is erroneous. The error may be in either direction and will be reported in the DI Code FAE or FJE format prescribed for BAC "12."

b. Do not request adjustment for wrong amount if:

(1) The unit price is the standard or catalog price and you are questioning the price. Follow price challenge procedures described in section O instead.

(2) The extension does not agree with the amount billed and Sales Price Condition Code "B" is indicated. In this case, the unit price shown on the billing record is the inventory carrying value, the standard unit price. The billing unit price, if needed, must be computed.

(3) The quantity billed equals the quantity ordered or shipped and a lesser quantity is received. Follow the appropriate discrepancy reporting procedure instead.

4. Wrong Office Billed

a. Request an adjustment for wrong office billed when the office billed does not agree with the coded requirements of the requisition and the coding indicates a valid billed office DoDAAC; that is, one listed in the DoDAAD (reference (e)), or when the billed office for adjustments differ from the office originally billed.

b. If the coded information on the billing record used to derive the billed office differs from the same information provided on the requisition, the request must be sent by letter or message and include this point as well as the information prescribed for requests citing BAC "13." If the billing was prepared in accordance with the requisition or modification received by the ICP or IMM, the request will be denied.

c. If the coded information used to derive the billing office does not provide for a valid DoDAAC and the billing office assigned the billed office as prescribed in chapter 2, adjustment will be denied.

d. When the billing office assigned the billed office as prescribed in chapter 2 and the office assigned is not the intended office, the billed office will transfer or otherwise process the bill in accordance with procedures prescribed by the Service or Agency. If the offices involved are not part of the same Service or Agency, the billed office will contact the intended billed office or requisitioner and make arrangements for transferring the bill. When satisfactory arrangements for transferring the bill cannot be

made, the billed office will follow procedures in chapter 1 for unresolved problems.

5. Improper Billing

a. Definition. For purposes of this section, an improper billing is one wherein a detailed billing record is received:

(1) Charging for materiel requisitioned under nonreimbursable procedures;

(2) Charging improperly for accessorial costs;

(3) Billing for materiel when the materiel is not received and cancellation of the requisition by the ICP or IMM was confirmed;

(4) Billing for materiel when the materiel is not received and the ICP or IMM advised that the materiel was backordered;

(5) Following billing office reply that a billing could not be rendered; and

(6) Under interfund procedures when the coding of the requisition or excess report, in conjunction with MILSBILLS procedures, require billing under noninterfund procedures.

b. Nonreimbursable. Forward a request for adjustment in the format prescribed for BAC "14" when the coding of the requisition indicates that the materiel was requisitioned under nonreimbursable procedures and a billing was received.

c. Accessorial. A request for adjustment in the format prescribed for BAC "15" will be forwarded whenever accessorial costs are charged and the charges are not in accordance with chapter 2. Requests for adjustments of below-the-line accessorial charges on FMS billings prepared by the SAAC will be processed in accordance with procedures prescribed in the FMS Financial Manual (reference (n)).

d. Cancelled. When a billing for materiel is received on a requisition which was confirmed cancelled by the ICP or IMM and the materiel is not received, a request for adjustment in the format prescribed for BAC "17" will be forwarded to the billing office. When the materiel was received or if the requisition was not confirmed cancelled by the ICP or IMM, MILSBILLS procedures do not apply. Follow instead procedures prescribed for reporting RODs. Although annotations on a shipping document, in conjunction with other factors, may support a discrepancy report, they do not support an adjustment for improper billing. A validated discrepancy report is needed.

M. CREDITS FOR EXCESS REPORTS (MATERIEL RETURNS PROGRAM)

1. Materiel returns program (MRP) procedures are prescribed by MILSTRIP (reference (s)).

2. Billing offices will process credits for excess reports during the first billing cycle after receiving notification that materiel, authorized for return under creditable procedures, has been received in a condition warranting credit. The credit will be processed in the DI Code FD1/2 format.

3. MRP credits will be processed at the standard price in effect at the time of receipt or at a reduced price if, in the opinion of the IMM, the condition warrants such reduction.

N. DISPUTED RESPONSES TO REQUESTS FOR ADJUSTMENT

Billing and billed offices are expected to resolve their differences regarding adjustment requests. However, when a billed office does not agree with a billing office's response and the billed office considers the amounts involved significant, the billed office may consider the dispute an unresolved problem and follow the procedures prescribed in chapter 1.

O. PRICE CHALLENGES
(Under development)

APPENDIX A1

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alphanumeric

EXPLANATION: Identifies all authorized MILSBILLS transactions. The "H" series (not shown) are the same as the "F" series except for the first position of the code, and are reserved for use during simulated mobilization exercises (see chapter 2).

DI CODE	APPENDICES	TITLE
FAC	C1 thru C18	Cancellation of Request for Adjustment of Non-Fuel Billing
FAE	C1 thru C18	Request for Adjustment of Non-Fuel Billing
FAF	C1 thru C18	Followup on Request for Adjustment of Non-Fuel Billing
FAR	C19	Reply to Request for Adjustment of Non-Fuel Billing
FAS	C19	Response to Followup on Request for Adjustment of Non-Fuel Billing
FA1	B1	Billing for Issue from Stock (Charge)
FA2	B1	Billing for Issue from Stock (Credit)
FB1	B2	Billing for Direct Delivery of Stocked Items (Charge)
FB2	B2	Billing for Direct Delivery of Stocked Items (Credit)
FCA		Fund Code to Appropriation Update Record[1]
FCB		Fund Code to Billed Office DoDAAC Update Record[1]
FCT		Text Header Record: Fund Code Related Changes to DAASO[1]

[1]For use of Service/Agency Focal Points. Not published.

DI CODE	APPENDICES	TITLE
FC1	B3	Billing for Decentralized, Noncatalogued, and Nonstocked Items (Charge)
FC2	B3	Billing for Decentralized, Noncatalogued, and Nonstocked Items (Credit)
FDC	C42, C43, C44	Cancellation of Request for Summary Level Billing Adjustment
FDE	C42, C43, C44	Request for Summary Level Billing Adjustment
FDF	C42, C43, C44	Followup on Request for Summary Level Billing Adjustment
FDR	C45	Reply to Request for Summary Level Billing Adjustment
FDS	C45	Response to Followup on Request for Summary Level Billing Adjustment
FD1	B4	Credit for Excess Materiel Return (Reversal)
FD2	B4	Credit for Excess Materiel Return (No Charge)
FE3	B5	Notice of Nonreimbursable Issue
FE4	B5	Notice of Nonreimbursable Issue (Reversal)
FF1	B6	Billing for DoD Dependent School Supplies (Charge)
FF2	B6	Billing for DoD Dependent School Supplies (Credit)
FG1	B7	GSA Self-Service Store and Customer Supply Center Billing (Charge)
FG2	B7	GSA Self-Service Store and Customer Supply Center Billing (Credit)
FJC	C20 thru C37	Cancellation of Request for Adjustment of Fuel Billing
FJE	C20 thru C37	Request for Adjustment of Fuel Billing
FJF	C20 thru C37	Followup on Request for Adjustment of Fuel Billing

DI CODE	APPENDICES	TITLE
FJR	C38	Reply to Request for Adjustment of Fuel Billing
FJS	C38	Reply to Followup on Request for Adjustment of Fuel Billing
FJ1	B8	Billing for Bulk Petroleum (Charge)
FJ2	B8	Billing for Bulk Petroleum (Credit)
FKA		Materiel Shipments and Charges[2]
FKB		Materiel Adjustments[2]
FKC		Administrative Charges[2]
FKD		Administrative Charge - Adjustments[2]
FKE		Accessorial Charges[2]
FKF		Accessorial Charge - Adjustments [2]
FKH		Request for Billing Adjustments[2]
FK1		Federal Specifications - Charge[2]
FK2		Federal Specifications - Credit[2]
FL1	B9	Retail Loss Allowance - Credit Reversal
FL2	B9	Retail Loss Allowance - Credit
FN1	B10	Accessorial and Other Miscellaneous Billings (Charge)
FN2	B10	Accessorial and Other Miscellaneous Billings (Credit)
FP1	B11	Billing for Into-Plane Issues (Charge)
FP2	B11	Billing for Into-Plane Issues (Credit)
FQ1	B12	Billing for Transportation (Charge)
FQ2	B12	Billing for Transportation (Credit)

[2]See DoD 7290.3-M (reference(n)) for format and use.

DI CODE	APPENDICES	TITLE
FR1	B13	Billing for Export Transportation (Charge)
FR2	B13	Billing for Export Transportation (Credit)
FS1	B14	Summary Billing Record (Net Charge)
FS2	B14	Summary Billing Record (Net Credit)
FTA		Automatic Return Shipment Status[3]
FTB	C39	Reply to Followup for Material Returns Program Credit
FTC		Cancellation[3]
FTD		Disposition Instructions[3]
FTE		Excess Report[3]
FTF		Followup for Reply to Excess Report[3]
FTM		Materiel Returns Program Shipment Status[3]
FTP	C40	Followup for Materiel Returns Program Credit
FTQ		DAAS Excess Report Informative Status[3]
FTR		Reply to Excess Report[3]
FTT		Followup for Receipt Acknowledgment[3]
FTZ		ICP/IMM Materiel Receipt Status[3]
FT6		ICP/IMM Followup Under Materiel Returns Program[3]
FU1	B15	Progress Payment Billing (Charge)
FU2	B15	Progress Payment Billing (Recoupment)
FV1	B16	Billing for Summarized FF&V Issues (Charge)[4]
FV2	B16	Billing for Summarized FF&V Issues (Credit)[4]
FW1	B17	Cash Discounts (Charge)

[3]Reference DoD 4000.25-1-M (reference(s)) for format and use.
[4]Currently use is limited to DLA billings to Air Force.

DI CODE	APPENDICES	TITLE
FW2	B17	Cash Discounts (Credit)
FX1	B18	Trade, Quantity, and Other Allowances (Charge)
FX2	B18	Trade, Quantity, and Other Allowances (Credit)
G 'Alpha Series'		Reserved for use of MILSBILLS
QB1	C41	Request for Retransmission of Interfund Bill

APPENDIX A2

FUND CODE

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alpha or Numeric

1. Fund codes are two position alpha/numeric codes used, in conjunction with the Service or Agency code of the billed office, to designate the billing method (interfund or noninterfund). When interfund billing is indicated, the fund code also indicates the fund account to be charged (disbursed) or credited (refunded). The fund code to fund account conversion is prescribed in appendix A of DoD 4000.25-7-S1 (reference (b)).

2. An additional use for the fund code, when the signal code is C or L, is to indicate the DoDAAC of the "bill-to" office. The fund code to billed office DoDAAC conversion is prescribed in the B-series appendices of DoD 4000.25-7-S1.

3. Requisitions submitted to DoD activities and the General Services Administration will always contain a fund code, unless the materiel requested has been offered without reimbursement, in which case the signal code (pos. 51) will be D or M (free issue) and the fund code will be blank.

APPENDIX A3

BILLING ADVICE CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Numeric

EXPLANATION: Billing advice codes are used in requests for billing adjustment to identify the nature of the request or problem. The first position entry, when present, is significant only to the requesting activity. The second and third position entries listed below convey significant information to the billing off

Code	Description[1]
11	Duplicate billing record received.
12	Wrong amount billed.
13	Wrong office billed.
14	Bill received for materiel requisitioned as nonreimbursable.
15	Bill received for unauthorized accessorial charge.
17	Bill received for confirmed cancelled requisition.
18	Bill received for back ordered materiel.
19	Incomplete bill: Detail billing records do not support the amount billed.
20	Bill received following billing office reply that an adjustment billing could not be rendered.
21[2]	TDR (SF 361) submitted over 60 days ago and adjustment bill not received.
23	Promised adjustment not received.
24	Reply to Product Quality Deficiency Report (SF 368) promised adjustment; however, adjustment billing not received.

[1]See chapter 4 for information on the use of the codes.
[2]This advice code applies only to TDRs forwarded to DLA and GSA.

Code	Description[3]
26	Reply to Report of Discrepancy (SF 364) indicated adjustment authorized; however, adjustment billing not received.
34	Requisitioned materiel received. Request billing status.
35	Shipment status received for materiel requisitioned for FMS. Request billing status.
41	Request copy of billing.
42	Duplicate summary level billing (same bill number).
43	Duplicate summary level billing (different bill number).
44	Duplicate summary level billing within second billing.
51	Unable to process billing under interfund procedures.
52	Billed by interfund when requisition or other document specified noninterfund billing.
55	Refer to accompanying letter of explanation.
90-99	Reserved for internal use. May not be reflected on any document forwarded outside the office.

[3]See chapter 4 for information on the use of the codes.

APPENDIX A4

BILLING STATUS CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alphabetic

EXPLANATION: Billing status codes are used in replies to requests for billing adjustment, duplicate billing, or billing status. The first position entry, when present, is significant only to the billing office. The second and third position entries listed below convey significant information to the billed office.

Code	Description
	"A" SERIES: REQUEST DENIED
AA	Duplicate billing record resulted from receipt of duplicate requisition and resulting duplicate issue.
AB	Billing record reflected correct unit price, quantity, and extended amount.
AC	Billing record was prepared in accordance with requisition, excess report, or request for adjustment.
AD	Either nonreimbursable issue was not authorized or, if authorized, was not specified in the requisition.
AE	Accessorial charge was authorized, requested, and furnished.
AF	Materiel either was not back ordered or was issued following notification of back order.
AG	Requested adjustment, not related to a discrepancy report, is less than the minimum dollar value prescribed for adjustment.
AH	Prescribed record retention period has elapsed.
AI	Adjustment was issued under bill number shown in pos. 54-58.
AJ	Requisition or excess report did not specify billing under noninterfund procedures.
AK	Copy of bill should be requested from the DAASO.

Code	Description
AM	Discrepancy report required the return of the discrepant or deficient materiel and credit cannot be provided until the materiel is received by the depot. If materiel was shipped, initiate shipment tracer.
AO[1]	Request was not received within allowable timeframes.
AP	Cancellation request either was not received or was received but not confirmed.
AR	Reply to discrepancy report did not promise adjustment.
AS	Reply was not furnished indicating that billing could not be rendered.
	"C" SERIES: REQUEST GRANTED
CA	Duplicate, adjustment, or corrected bill will be issued in the next billing cycle.
	"D" SERIES: ADVISORY RESPONSE
DC	Materiel was issued on a nonreimbursable basis.
DD	Billing or adjustment was rendered under bill number shown in pos. 54-58.
DF	No record of cited document number or bill number is on file.
DH	Billing or adjustment under the cited document number will be furnished in the next billing cycle.
DI	Letter of explanation will follow.
	"E" SERIES: REQUEST REJECTED
EA	Request is incomplete or contains invalid data; review and resubmit with correct data.

[1]The fact that the record retention period has elasped by the time the discrepancy report is validated or the adjustment request is completed may not be used as a basis for denying or failing to comply with the adjustment request if the request was submitted within prescribed timeframes.

Code	Description
EF	No record of duplicate billing under bill number(s) cited.
EH	No duplicate billing. Duplicate summary billing record was not reported to Treasury.
EI	No record of requisition or shipment, submit[2] a copy of the DD Form 1348-1, DoD Single Line Item Release/Receipt Document, or equivalent.
EL	No record of a reply to a discrepancy report (ROD or QDR) authorizing adjustment; resubmit request with copy of reply.
EM	No record of TDR (SF 361) is on file; resubmit request with copy of report.

[2]For fuel shipments provide the following information by letter or message: Supply source for product received, contract number for direct deliveries, and if shipped by a DFSP, the DoDAAC of the DFSP.

APPENDIX A11

GSA CUSTOMER SUPPLY CENTER NUMBERS

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Numeric

EXPLANATION: GSA Customer Supply Centers identified by number and location.

CUSTOMER SUPPLY CENTER NUMBER	LOCATION
21	South Area - Industrial Navy Yard Annex Bldg 159, 2nd & M Sts SE Washington, DC 20407
74	(deleted)
82	GSA Customer Supply Center 7440 South Pulaski Road Chicago, IL 60629
83	GSA Customer Supply Center Warehouse #6 7377 Hampton Boulevard Norfolk, Va 23505
84	GSA Customer Supply Center 501 East Felix Street Fort Worth, TX 76115
85	(deleted)
86	(deleted)
87	GSA Customer Supply Center Building 810, P.O. Box 25506 Denver Federal Center Denver, CO 80225
88	(deleted)
89	GSA Customer Supply Center Bldg T-1725 Hickman AFB Honolulu, HI 96853

CUSTOMER SUPPLY CENTER NUMBER	LOCATION
90	GSA Customer Supply Center Warehouse #1, C Street, SW Auburn, WA 98002
91	GSA Customer Supply Center Building A Loisdale Road Franconia, VA 22150
92	(deleted)
93	(deleted)
94	GSA Customer Supply Center Building #1, Section 4 Belle Mead Depot Belle Mead, NJ 08502
95	GSA Customer Supply Center Building 21-883 Elmendorf AFB Anchorage, AK 99506
96	GSA Customer Supply Center Building #510 Rough & Ready Island Stockton, CA 95203
97	GSA Customer Supply Center 3312 Berkely Lake Road Duluth, GA 30136
98	GSA Customer Supply Center Building 2001 Schofield Barracks, HI 96857

APPENDIX A13

Information Indicator Code

Number of Characters: One

Type of Code: Alpha or numeric

Explanation: This code, located in position 39 of the summary billing record, conveys special information to offices receiving the interfund bill.

Code	Information conveyed
R	Exact reversal of a previously submitted and erroneous summary billing record.
X	Denotes DAASO provided copy[1] of an interfund bill.

[1]DAASO routes and retains copies of billings originated at a billing office. Bills retrieved by DAASO from their files and retransmitted to an office are copies. Copies may, however, be treated as originals if appropriate.

APPENDIX A14

OTHER CODES

Number of Characters: Variable

Type of Code: Variable

Explanation: This appendix provides the source and other information for codes used or referred to in this manual which do not warrant a separate appendix in the manual.

Code	Source
Comm RI	ACP 117 (reference (u))
Content Indicator	JANAP 128 (reference (v))
DOD Activity Address	DoD 4000.25-6-M (reference (e))
Media and Status	DoD 4000.25-1-M (reference (s))
Mode/Method	DoD 4500.32-R, Vol I (reference (w))
Routing Identifier	DoD 4000.25-1-S1 (reference (x))
Service/Agency	DoD 4000.25-1-M
Suffix/Limit	DoD 7110.3-M (reference (d))
Type of Assistance	DoD 5105.38-M (reference (y))
Unit of Issue	Unit of Measurement Code from DoD 5000.12-M (reference (z))
FMS Country	DoD 5105.38-M (reference (y))

APPENDIX B1

BILLING FOR ISSUE FROM STOCK

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FA1 (charge) or FA2 (credit).
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item shipped.
U/I Code	23-24	Enter U/I.
Quantity[1]	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document.
Supplementary Address	45-50	Perpetuate from the MILSTRIP requisition.
Signal Code	51	Perpetuate from the MILSTRIP requisition.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from SBR.

[1]When both the billed and billing offices or their higher headquarters agree, billing offices may process billings for Federal Supply Group 13 ammunition items using an "M" modifier in pos. 29 to express the quantity for a single shipment in thousands.

Field Legend	Position(s)	Entry and Instructions
Mode/Method Code	59	Enter the mode/method code when the billing is for an FMS or MAP shipment. Otherwise, leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Day of Year	62-64	For shipments to DoD enter the day item dropped from inventory. For FMS, MAP and shipments to non-DoD activities, enter the day item is constructively delivered.
Amount	65-73	Enter the extended amount, e.g., unit price times quantity. 65-71 Dollars 72-73 Cents
Unit Price	74-80	For other than FMS. Enter the standard unit price of item. If standard pricing does not apply, enter other appropriate billing price. 74-78 Dollars 79-80 Cents For FMS. Enter the following: 74-76 Record Serial Number[2] 77 Transportation Bill Code 78-79 Delivery Source Code 80 Stock Fund/Nonstock Fund Code

[2]Enter pos. 55-56 of Army and Air Force Requisitions (leave pos. 76 blank). Enter pos. 57-59 of Marine Corps Requisitions. Leave blank for Navy requisitions.

APPENDIX B2

BILLING FOR DIRECT DELIVERY OF STOCKED ITEMS

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FB1 (charge) or FB2 (credit).
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item shipped.
U/I Code	23-24	Enter U/I.
Quantity[1]	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document.
Supplementary Address	45-50	Perpetuate from the MILSTRIP requisition.
Signal Code	51	Perpetuate from the MILSTRIP requisition.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from the SBR.
Mode/Method Code	59	Enter the mode/method code when the billing is for an FMS or MAP shipment. Otherwise, leave blank.

[1]See note 1 to appendix B1

Field Legend	Position(s)	Entry and Instructions
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Day of Year	62-64	For shipments to DoD, enter the day item dropped from inventory. For FMS, MAP and shipments to non-DoD activities, enter the day item is constructively delivered.
Amount	65-73	Enter the extended amount, e.g., unit price times quantity. 65-71 Dollars 72-73 Cents
Unit Price	74-80	For other than FMS. Enter the standard unit price of item. If standard pricing does not apply, enter other appropriate billing price. 74-78 Dollars 79-80 Cents For FMS. Enter the following: 74-76 Record Serial Number[2] 77 Transportation Bill Code 78-79 Delivery Source Code 80 Stock Fund/Nonstock Fund Code

[2]See note 2 to appendix B1

APPENDIX B14

SUMMARY BILLING RECORD

Field Legend	Position (s)	Entry and Instructions
DI Code	1-3	Enter FS1 (net charge) or FS2 (net credit).
Internal Service Use	4	Reserved for internal billed service use. Billing office; leave blank.
Record Count	5-7	Enter the number of detail billing records which support this summary billing record (may not exceed 494).
Appropriation/Fund Account (Credit)	8-18	Enter the appropriation/fund account of the billing office. |
Billing Office (RI Code)	19-21	Enter RI code of the billing office.
Internal Use	22-27	Except as noted below[1] this field is reserved for internal DoD Component use.
FMS Country Code	28-29	If FMS, enter the FMS country code; otherwise, leave blank.
Billed Office (DoDAAC)	30-35	Enter DoDAAC of the billed office.
Year Within Decade and Month Billed	36-38	Enter the year within decade and the month in which the billing was prepared; e.g., Jan 88 will be entered as 801. |
Information Indicator	39	Enter applicable code or leave blank.
Bill Number	40-44	Enter bill number.
Billing Office (DoDAAC)	45-50	Enter DoDAAC of the billing office.

[1]For DLA FF&V bills to Air Force, enter the requisitioning DoDAAC from the document number field of the requisition.

Field Legend	Position(s)	Entry and Instructions
Blank	51	Leave blank.
Fund Code	52-53	Perpetuate from supporting detail billing records.
Appropriation/Fund Account (Charge)	54-64	Enter the appropriation/fund account of the billed office.
Amount	65-73	Enter the net charge or credit amount of the detail billing records supporting this summary billing record.
Year/Month Reported	74-76	Billing offices leave blank. When the summary billing record is used to support extracts of departmental interfund reports, central accounts offices will enter the year within decade and month the reimbursement/ disbursement was reported to Treasury on the Statement of *Interfund Transactions*.
Blank	77-79	Leave blank.
Billed Office Indicator	80	Enter "X" to indicate SBR submitted by a billed office. Otherwise, leave blank.

APPENDIX C14.1

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Billing Advice Code "35"

Shipment Status Received for Materiel Requisitioned for FMS-Request Billing Status

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAE" for initial request. Enter "FAF" for followup request. Enter "FAC" to cancel request.
RI Code	4-6	Perpetuate from the shipment status record (DI Code AS__)
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DI Code AS__.
U/I Code	23-24	Perpetuate from the DI Code AS__.
Quantity	25-29	Perpetuate from the DI Code AS__.
Document Number	30-43	Perpetuate from the DI Code AS__.
Suffix Code	44	Perpetuate from the DI Code AS__.
Supplementary Address	45-50	Perpetuate from the DI Code AS__.
Blank	51	Leave blank.
Fund Code	52-53	Perpetuate from the DI Code AS__.
Blank	54-55	Leave blank.
Release Date	56-58	Perpetuate from the DI Code AS__.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requester. 60-61 "35"

Field Legend	Positions(s)	Entry and Instructions
TCN, GBL, or Other Shipment Unit Number	62-76	Perpetuate from the DI Code AS__.
Mode/Method Code	77	Perpetuate from the DI Code AS__.
Day of Year	78-80	Enter day request is submitted.

APPENDIX C19

REPLY TO REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING
All Billing Status Codes (Except "AI" and "DD")

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAR" to reply to initial or cancellation request. Enter "FAS" to reply to followup request.
RI Code	4-6	Perpetuate from the request (DI Codes FAE, FAC, FAF).
Recipient of Billing Status Code	7	Perpetuate from the request.
Stock Number	8-22	Perpetuate from the request.
U/I Code	23-24	Perpetuate from the request.
Quantity	25-29	Perpetuate from the request.
Document Number	30-43	Perpetuate from the request.
Suffix Code	44	Perpetuate from the request.
Supplementary Address	45-50	Perpetuate from the request.
Signal Code	51	Perpetuate from the request.
Fund Code	52-53	Perpetuate from the request.
Bill Number	54-58	Perpetuate from the request.
Billing Status Code	59-61	Enter: 59 Blank or character significant to the billing office. 60-61 Applicable status code.
Day of the Year	62-64	Enter day of year response is prepared. Must be forwarded within 3 calendar days of this day.
Amount	65-73	Enter the adjustment amount.
Unit Price	74-80	Perpetuate from the request.

APPENDIX C19.1

REPLY TO REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING
Billing Status Codes "AI" and "DD"

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FAR" to reply to initial or cancellation request. Enter "FAS to reply to follow-up request.
RI Code	4-6	Perpetuate from the request (DI Codes FAE, FAC, FAF).
Recipient of Billing Status Code	7	Perpetuate from the request.
Stock Number	8-22	Perpetuate from the request.
U/I Code	23-24	Perpetuate from the request.
Quantity	25-29	Perpetuate from the request.
Document Number	30-43	Perpetuate from the request.
Suffix Code	44	Perpetuate from the request.
Supplementary Address	45-50	Perpetuate from the request.
Signal Code	51	Perpetuate from the request.
Fund Code	52-53	Perpetuate from the request.
Bill Number	54-58	Enter the bill number under which the adjustment or bill was processed.
Billing Status Code	59-61	Enter: 59 Blank or character significant to the billing office. 60-61 "AI" or "DD"
Day of the Year	62-64	Enter day of year response is prepared. Must be forwarded within three calendar days of this day.

Field Legend	Position(s)	Entry and Instructions
Year and Month of Credit	65-67	Enter the year and month of credit of the bill in question.
Blank	68-73	Leave blank.
Unit Price	74-80	Perpetuate from the request.

APPENDIX C34

REQUEST FOR ADJUSTMENT OF FUEL BILLING

Billing Advice Code "41"

Request Copy of Billing

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJE" for initial request. Enter "FJF" for followup request. Enter "FJC" to cancel request.
RI Code	4-6	Enter the RI code of the billing office.
Recipient of Billing Status Code	7	Enter the applicable code.
Stock Number	8-20	Leave blank.
Blank	21-22	Leave blank.
Quantity	23-29	Leave blank.
Document Number	30-43	Enter: 30-35 DoDAAC of the billed office. 36-40 Leave blank. 41-43 Year within decade and month of billing (YMM).
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Enter DoDAAC to which copy is to be sent if different from the DODAAC of the billed office. Otherwise, leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Bill Number	54-58	Enter the bill number of the requested bill.
Billing Advice Code	59-61	Enter: 59 Blank or character significant to requestor. 60-61 "41"
Day of Year	62-64	Enter day request is submitted.
Amount	65-73	If known, enter the amount of the bill being requested. Otherwise, leave blank.
Unit Price	74-80	Leave blank.

APPENDIX C38

REPLY TO REQUEST FOR ADJUSTMENT OF FUEL BILLING
All Billing Status Codes (Except "AI" and "DD")

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJR" to reply to initial or cancellation request. Enter "FJS" to reply to followup request.
RI Code	4-6	Perpetuate from the request (DI Codes FJE, FJC, FJF).
Recipient of Billing Status Code	7	Perpetuate from the request.
Stock Number	8-20	Perpetuate from the request.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from the request.
Document Number	30-43	Perpetuate from the request.
Suffix Code	44	Perpetuate from the request.
Supplementary Address	45-50	Perpetuate from the request.
Signal Code	51	Perpetuate from the request.
Fund Code	52-53	Perpetuate from the request.
Bill Number	54-58	Perpetuate from the request.
Billing Status Code	59-61	Enter: 59 Blank or character significant to the billing office. 60-61 Applicable status code.
Day of the Year	62-64	Enter day of year response is prepared. Must be forwarded within 3 calendar days of this day.
Amount	65-73	Enter the adjustment amount.
Unit Price	74-80	Perpetuate from the request.

APPENDIX C38.1

REPLY TO REQUEST FOR ADJUSTMENT OF FUEL BILLING
Billing Status Codes "AI" and "DD"

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter "FJR" to reply to initial or cancellation request. Enter "FJS" to reply to followup request.
RI Code	4-6	Perpetuate from the request (DI codes FJE, FJC, FJF).
Recipient of Billing Status Code	7	Perpetuate from the request.
Stock Number	8-20	Perpetuate from the request.
Blank	21-22	Leave blank.
Quantity	23-29	Perpetuate from the request.
Document Number	30-43	Perpetuate from the request.
Suffix Code	44	Perpetuate from the request.
Supplementary Address	45-50	Perpetuate from the request.
Signal Code	51	Perpetuate from the request.
Fund Code	52-53	Perpetuate from the request.
Bill Number	54-58	Enter the bill number under which the adjustment or bill was processed.
Billing Status Code	59-61	Enter: 59 Blank or character significant to the billing office. 60-61 "AI" or "DD".
Day of the Year	62-64	Enter day of year response is prepared. Must be forwarded within 3 calendar days of this day.

Field Legend	Position(s)	Entry and Instructions
Year and Month of Credit	65-67	Enter the year and month of credit of the bill in question.
Blank	68-73	Leave blank.
Unit Price	74-80	Perpetuate from the request.

APPENDIX C41

REQUEST FOR RETRANSMISSION OF INTERFUND BILL

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	QB1.
RI Code	4-6	Enter RI Code "SGA" (for DAAS0).
Blank	7-29	Blank.
Recipient	30-35	Enter DoDAAC of the office to which the bill copy is to be forwarded (if blank or invalid request will be rejected).
Year Within Decade and Month	36-38	Enter the year within decade and month (YMM) from the uncleared SBR, reply to a request for adjustment (advice code 34) or other source document.
Blank	39	Blank.
Bill Number	40-44	Enter bill number from SBR.
Billing Office	45-50	Enter billing office DoDAAC from SBR.
Blank	51-69	Blank.
Type Inquiry	70	Enter "A."
Blank	71-80	Blank.

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